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## ABSTRACT

The report presents a review of institutional manpower training programs conducted in the State during the 1973 Federal fiscal year. Two major manpower training objectives are used for the basis of the report: to provide education, supportive services, and training opportunities for unemployed and underemployed individuals and to provide education and training to update the skills of individuals which have been made obsolete by automation or other technological development, foreign competition, relocations of industry, and shifts in labor market demands. The report covers institutional manpower training activities funded, developed, and supervised by the State Education Department's Manpower Bureaus. The report identifies major program goals, describes steps taken to achieve the stated objectives in both statistical and narrative forms, and presents recommendations for improvement of the programs reported. Six appendixes are included, one of which is a 100-page collection of tables listing projects approved and accompanying data. (Author/AG)

ED 095390

INSTITUTIONAL  
MANPOWER DEVELOPMENT  
AND TRAINING IN NEW YORK STATE

ANNUAL REPORT  
JULY 1, 1972 TO JUNE 30, 1973

U S DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
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## Preface

This report was prepared by personnel of the Bureaus of Manpower Program Development and Manpower Program Supervision, Division of Special Occupational Services, the New York State Education Department. The purpose of the report is to present a review of institutional manpower training programs conducted in the State during the 1973 Federal fiscal year.

Manpower training programs were funded through the Federal Manpower Development and Training Act (MDTA), the Work Incentive Program amendments to the Federal Social Security Act (WIN), and from miscellaneous other sources. Information presented in the annual report was obtained from State Education Department staff reports, State Department of Labor documents, skills center performance standards reviews, local educational agency project reports, Federal guidelines and related sources.

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## CHAPTER I

### INTRODUCTION

The past decade has seen the evolvement of State and Federal legislation designed to develop the Nation's labor force as economic and social resources. Manpower planning became a factor in national policy when the need for a coordinated approach to human resource development became evident during the turbulent 1960's.

Concurrently, in a major shift in national goals, the so-called "war on poverty" directed public programming to serving the needs of the poor. Government agencies began to examine the causes and conditions of poverty, and to identify the characteristics of individuals who were unable to function competitively in the labor market. Many of the unemployed, it was found, lacked basic skills essential for obtaining and retaining available jobs. A system was needed to change the unemployed, disadvantaged poor into a productive citizenry, trained to meet the labor market needs of a technological society. Institutional manpower training was one of several approaches devised to meet that need.

The new concept in Federal efforts to aid the unemployed was actualized in the Manpower Development and Training Act of 1962. Faced with a period of high unemployment following several recessions in the 1950's, with a growing labor force, and with the widening impact of technological change on the labor market, Congress provided impetus and support for the development of institutional and on-the-job training programs through passage of MDTA.

Congressional sponsors of the Act intended it as a program to retrain workers whose skills had become outmoded or had been replaced by automation, and to channel

the workers into existing or emerging occupational fields where skilled labor was scarce. It soon became apparent that employment service and educational agencies were dealing with an unemployment problem much larger than that of the retraining of skilled workers. Growing numbers of unemployed persons, with no skills, no steady work history, lacking appropriate education, or suffering from job discrimination emerged as priority targets for manpower services. MDTA, therefore, was amended periodically from 1963 to 1968 to expand program coverage to unemployed, disadvantaged youth and older workers; provide for experimental and demonstration projects; authorize some ancillary or supportive programs; and authorize the development of a labor market information and job matching program.

The responsibility for initiating training programs under MDTA was delegated to state employment security agencies in cooperation with state vocational education departments. Representatives of these agencies were organized as state operations committees for manpower planning purposes. Policy control for MDTA was retained by the U.S. Department of Labor, with sign-off authority delegated to the U.S. Secretary of Health, Education and Welfare.

Throughout the 1960's, new Federal programs were created to attack specific poverty-related problems through a variety of approaches. Economic Opportunity Act (EOA) programs included Neighborhood Youth Corps, Job Corps, Operation Mainstream, and New Careers. MDTA funds were diverted from institutional training to partially or completely support the Concentrated Employment Program (CEP), the National Alliance for Businessmen's Job Opportunities in the Business Sector (NAB-JOBS) program, the Public Service Careers (PSC) program and the Cooperative Area Manpower Planning System (CAMPS).

Social Security legislation aimed at reducing the welfare rolls led to the development of the Work Incentive Program (WIN) to provide "employability develop-

ment" services for selected welfare recipients in the Aid for Families with Dependent Children (AFDC) category. Intensive counseling, employability orientation, training in communication and computational skills and skill training were components of institutional training programs funded under WIN.

During the same period, the New York State Government recognized the need for training and retraining of the underemployed and the unemployed. Legislation enacted in 1966 under Article 23A of the State Labor Law, the State Manpower Training Act (SMTA), authorized institutional training programs utilizing State funds. No SMTA programs were funded during 1973, although some funds from previous years were utilized in the individual referral program.

Operating within the COMPS framework, which was designed to decentralize decision making from the U.S. Department of Labor to local agencies, institutional training programs were initiated at the local level. Programs providing occupational training and related supportive services reflecting local labor market demands were developed and carried out jointly by local vocational education agencies and employment services offices. Funding and developmental activities were channeled through the New York State Education and Labor Departments, with Federal programs being reviewed and approved at the Federal regional offices.

Manpower Program Objectives. Federal manpower policy generally is based on precepts of economic efficiency and social welfare. Within this context, the Nation's supply of manpower is viewed as an economic resource containing the same potential for effective management and development as do capital and natural resources, while social benefits accrue to workers and their families through higher income, greater purchasing power, and improved social status. A number of Federal manpower goals, although realized in part through the provision of institutional training, largely are dependent upon Federal activities in other areas, such as economic planning or social policy, and are outside the scope of this report. Additionally, long-range studies of the impact of institutional

training on target populations, on the job market and on social institutions are not appropriate for reporting on an annual basis.

For the purpose of the report, therefore, two major manpower training objectives will be used:

1. to provide education, supportive services, and training opportunities for unemployed and underemployed individuals, and
2. to provide education and training to update the skills of individuals, which have been made obsolete by automation or other technological development, foreign competition, relocations of industry, and shifts in labor market demands.

Scope of the Report. The responsibility for the development, funding, and supervision of institutional manpower training programs in New York State was delegated to the State Education Department's Bureaus of Manpower Program Development and of Manpower Program Supervision, Division of Special Occupational Services. Bureau personnel maintained liaison with Federal, State, and local agencies in the operation of a coordinated manpower delivery system providing vocationally oriented education and training for unemployed or underemployed out-of-school youth and adults. Training programs were conducted in population centers throughout the State by city school districts, Boards of Cooperative Educational Services (BOCES), community colleges, and private schools and were funded from a variety of sources. The report covers institutional manpower training activities funded, developed, and supervised by the State Education Department's Manpower Bureaus. These activities may have been funded from a number of sources and in several fiscal years.

The report identifies major program goals, describes steps taken to achieve the stated objectives in both statistical and narrative forms, and presents recommendations for improvement of the programs reported. Reference also is made to

manpower activities of the State Department of Labor Manpower Services Division, as these activities have a direct bearing on education and training functions. No section of this report, however, should be construed as an attempt to evaluate Employment Service functions.

## CHAPTER II

### MANPOWER PLANNING

Institutional manpower development and training basically is a system devised to serve persons who suffer from educational, cultural, or other handicaps to employment. Manpower planning at the state level is concerned with the equitable distribution of limited fiscal resources to meet the most pressing needs of target populations, and is presented annually in the New York State Comprehensive Manpower Plan.

The Cooperative Area Manpower Planning System. Traditionally, the DOL Manpower Services Division, through its local Employment Service offices, has carried the major responsibility for development of the State Plan. The total plan was reviewed and approved by the State Operations Committee, which includes a representative of the State Education Department.

During fiscal year 1973, efforts were made to plan and coordinate manpower training within the Cooperative Area Manpower Planning System (CAMPS). Under the chairmanship of the State Industrial Commissioner, the planning body identified training needs and target populations and made policy and programming recommendations. The CAMPS Plan for fiscal year 1973 states:

"By mandate and logic, the disadvantaged are the major priority target for remedial manpower services under the major existing legislation of concern to CAMPS. However, within this relatively broad grouping, particular groups of individuals should be assigned high priority and be aggressively recruited by program managers for 1973. These groups are:

- . THE VIET NAM VETERAN - This group is currently experiencing disproportionate unemployment. Full opportunities to participate in meaningful jobs should be provided for them. The Manpower Administration has mandated that for U.S. Department of Labor Programs, this group shall have priority over all others.
- . HEADS OF HOUSEHOLDS
  - A. The Black or Spanish-speaking, male, head of household, who is unemployed or underemployed. These individuals,

while representing a relatively small percentage of the total universe, have been most difficult to reach and enroll in existing programming. Providing the opportunity for appropriate gainful employment will have immediate beneficial effects on all the members of the family.

- B. The Black or Spanish-speaking, female, head of household, who is unemployed or underemployed. While the track record for participation in programs has been better with this group, the needs and gains are similar to those noted in A.
- C. The welfare recipient, particularly heads of household regardless of sex or race. The human waste and public cost of dependency can be ameliorated by manpower programs.
- . UNEMPLOYED MINORITY YOUTH - This group is significant both in terms of total numbers within the universe and because of their disproportionate unemployment.
- . UNDEREMPLOYED WORKERS - This group of people who are motivated to work but can find jobs only on a part-time basis or at marginal wages should have access to programs that will upgrade their job skills.
- . EX-ADDICTS AND FORMER OFFENDERS - Those individuals who have undergone treatment for narcotic addiction or persons released from imprisonment are in need of manpower training programs as a complement to their other treatment program. These individuals should be given appropriate access to services.
- . OLDER WORKERS - This group of workers often find that their work skills have become obsolescent and are in low demand. Retraining programs can improve this situation."<sup>1</sup>

These groups comprised the primary target populations for institutional manpower services in 1973.

CAMPS Revision. In May of 1972, under the authorization of Interagency Cooperative Issuance 72-2, a revision of the manpower planning system was instituted for development of subsequent State Manpower Plans. The new system provided for the development of the State Plan by eleven Ancillary Manpower Planning Boards (AMPB's) and seven Manpower Area Planning Councils (MAPC's). Members of the eleven AMPB's were selected by the Governor's office and represent the eleven Labor Districts

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<sup>1</sup> Levine, Louis L., Chairman, The New York State Comprehensive Manpower Plan for Fiscal Year 1973, March 1972, pp. 8-9.



into which the State is divided. These districts are illustrated in Chart I. The seven MAPC's represent the larger cities in the State, namely, Albany, Buffalo, New York City, Rochester, Syracuse, Utica, and Yonkers with the mayors of these cities designated as MAPC chairmen. Plans developed by the AMPB's are reviewed and approved by the secretariat of the State Manpower Advisory Council and submitted to the Regional Manpower Administrator for approval. The seven MAPC plans likewise are submitted to the Regional Manpower Administrator for approval via the State Manpower Advisory Council. The MAPC plans, however, are not subject to approval by the SMAC and are submitted to the Regional Manpower Administrator by the mayors' secretariats. The new planning system is a complete departure from the procedure previously followed for developing the State Manpower Plan.

The State Education Department has been involved in the new planning system through the provision of consultant services to CAMPS boards and councils by Bureau of Manpower Program Development staff. The role of the State Education Department under the CAMPS revision is yet to be clarified. It appears, at least for fiscal year 1974, the SED role will remain the same as it has in the past; that is, to assist local training agencies in developing and implementing manpower programs and to provide supervision to these programs after they are in operation. The Department also will continue to be responsible for the distribution of, and accountability for funds for these programs. For fiscal year 1975, with the expected advent of manpower revenue sharing, this whole picture could change. How well this new system will work is difficult to predict. One can envision, however, the many problems that will occur in coordinating the multitude of units involved in providing input to the State Plan. It appears that the manpower picture for many months to come will be a nebulous one.

Manpower Program Funding. Institutional training was provided in New York State in 1973 through funding from a number of categorical aid sources.





The Federal Manpower Development and Training Act of 1962 (MDTA) Public Law 87-415, and subsequent amendments) was designed to retrain experienced, adult heads of families displaced from established jobs by technological and economic change, during a period of high unemployment on a national scale. Manpower targets have changed from year to year, with the current emphasis being placed on services to disadvantaged populations. Originally devised as a method to alleviate immediate labor market shortages of trained manpower, MDTA now strives to respond to the needs of disadvantaged populations, minority groups, veterans, and others who have trouble obtaining and holding jobs during a period of low labor market demand.

The State Manpower Plan for fiscal year 1973 was developed by the New York State Department of Labor, Manpower Services Division, in cooperation with the State Education Department. The approved plan proposed an estimated funding level of \$20,704,000 to provide for 6,798 MDTA institutional training slots. The plan was implemented with minor adjustments, and all available funds were encumbered prior to the end of the fiscal year. Table I indicates the fiscal year 1973 disbursement of the New York State appropriation under MDTA, to provide for 6,603 training slots. The total cost figure of \$20,704,000 includes \$128,229 deobligated from projects early in the fiscal year and returned to the State allocation for reobligation.

The Work Incentive Program (WIN), established through amendment of the Social Security Act, provided access to employment for selected welfare recipients. Clients in the Aid to Families with Dependent Children (AFDC) category received financial incentives, training opportunities, orientation to employment, and various other services in a coordinated delivery system leading toward an employability goal. \$4,033,666 Federal dollars were combined with \$508,249 in local matching funds to provide for 8,555 WIN institutional training slots. Table II indicates the disbursement of the New York State WIN allocation for 1973.

TABLE I

## Disbursement of N.Y.S. MDTA Allocation

Fiscal Year 1973 (Effective June 30, 1973)									
Project Number	MT-1 Number	Location	Occupation	Total Cost	Education Cost	Labor Cost	E.S. Staff	Approved Slots	Extension
NY(QM)2011	5953	White Plains	Multioccupational	\$ 95,112	\$ 56,354	\$ 33,748	5,010		Extension
NY(QM)2019	5726	Binghamton	Multioccupational	96,251	56,701	30,750	8,800		Extension
NY(QM)3001	5335	Utica	Multioccupational	965,714	518,876	400,838	46,000		404
NY(X)3002	5814	Statewide	Individual Referral	1,910,643	797,917	1,112,726	---		520
NY(P)3003	5354	Utica	Nurse, Lic. Prac.	43,646	36,206	7,440	---		20
NY(R)3004	5356	Utica	Nurse, Lic. Prac.	41,921	19,361	22,560	---		10
NY(R)3005	6290	Troy	Nurse, Lic. Prac.	124,137	44,937	79,200	---		24
NY(QM)3006	5206	Albany	Multioccupational	1,140,206	657,161	435,832	47,213		411
NY(R)3007	5899	Mineola	Clerk/typist	149,361	78,156	71,205	---		45
NY(R)3011	5897	Patchogue	Clerk/Typist	222,554	124,696	97,858	---		60
NY(QM)3012	5470	Syracuse	Multioccupational	896,452	514,576	305,671	76,205		435
NY(P)3013	5478	Syracuse	Nurse, Lic. Prac.	53,339	41,139	12,200	---		24
NY(P)3014	5479	Syracuse	Welder, Combination	10,995	9,495	1,500	---		30
NY(QM)3016	7546	Rochester	Multioccupational	926,122	535,330	319,842	70,950		348
NY(R)3017	5896	Mineola	Rehabilitation	80,276	50,750	29,526	---		50
NY(QM)3018	4169	New York City	CHOICE (Multi)	636,394	365,566	270,828	---		120
NY(QM)3019	7828	Nassau County	Multioccupational	814,980	412,160	370,820	32,000		318
NY(B)3020	5895	Dix Hills	Basic Ed., Spanish	92,666	41,966	50,700	---		30
NY(QM)3022	5944	White Plains	Multioccupational	887,328	504,228	340,002	43,098		252
NY(QM)3023	5710	Binghamton	Multioccupational	1,003,665	525,759	434,198	43,708		399
NY(R)3024	6291	Poughkeepsie	Nurse, Lic. Prac.	99,359	46,475	52,884	---		18
NY(QM)3025	7642	Buffalo	Multioccupational	880,933	417,421	363,512	100,000		393
NY(R)3026	4112	New York City	Nurse, Lic. Prac.	153,638	59,030	94,608	---		30
NY(R)3027	5898	Dix Hills	Auto Body Repairman	101,398	67,098	34,300	---		30
NY(R)3028	7840	Amityville	Household Appl. R/M	88,726	39,600	49,126	---		30
NY(R)3029	7843	Amityville	Elec. Assembler	47,616	21,600	26,016	---		36
NY(R)3030	5362	Ogdensburg	Nurse, Lic. Prac.	54,895	43,375	11,520	---		20
NY(QM)3031	4123	New York City	Multioccupational	7,522,412	3,500,000	3,326,080	696,332		2,121
NY(R)3032	4034	New York City	Medical Transcription	85,255	40,015	45,240	---		20
NY(R)3033	4002	New York City	Law Enforcement	329,341	107,091	222,250	---		100
NY(R)3034	4018	New York City	Welding (AIRCO)	143,865	103,500	40,365	---		47
NY(R)3035	7842	Riverhead	Auto Mech./Gas Eng. P/M	126,976	73,726	53,250	---		30
NY(R)3036	7844	Farmingdale	Auto Mech./Gas Eng. R/M	121,085	77,405	43,680	---		30
NY(R)3037	7841	Riverhead	ABE and EO	105,316	62,986	42,330	---		36

TABLE I (continued)

Project Number	MT-1 Number	Location	Occupation	Total Cost	Education Cost	Labor Cost	E.S. Staff	Approved Slots
NY(R)3038	4001	New York City	TV & Filmmaking	\$ 111,260	\$ 104,060	7,200	--	50
NY(R)3039	5366	Amsterdam	Nurse, Lic. Prac.	47,316	39,000	8,316	--	24
NY(R)3040	6798	Elmira	Nurse, Lic. Prac.	111,152	47,252	63,900	--	20
NY(R)3041	7837	Hicksville	Elec. Power Engineer	132,290	68,300	63,990	--	30
NY(R)3043	7836	Hempstead	Nurse, Lic. Prac.	115,800	48,300	67,500	--	21
NY(KA)3202	4193	Rikers Island	Multioccupational	133,605	15,045	118,560	--	Amend.
TOTAL COST				\$ 20,704,000	10,372,613	9,162,071	169,316	6603

## Note: Data Sources

- Notification of Grant Award, Form 3146
- Application of Institutional Training Project, Form MT-2

Table II

## Disbursement of N.Y.S. WIN Allocation

Fiscal Year 1973

(Effective June 30, 1973)

Project No.	Location	Occupation	Total Cost	Federal Cost	Matching	Approved Slots	Federal Cost Per Training Slot
211-73-01M	Albany	Multioccupations	\$ 66,417	\$ 66,417	\$ --	41	\$ 1,620
211-ABE-73	"	Adult Basic Ed.	14,689	11,424	3,265	22	519
211-GED-7273	"	High Sch. Equiv.	20,890	17,080	3,810	24	712
211-E0-7273*	"	Employ. Orientation	675	675	--	162	--
221-7273-01	Utica	Lic. Practical Nurse	25,339	25,339	--	12	2,112
221-73-02M	"	Multioccupations	64,924	64,924	--	49	1,325
221-ABE-73	"	Adult Basic Ed.	22,230	17,825	4,405	48	371
221-GED-73	"	High Sch. Equiv.	17,648	17,648	--	35	504
221-E0-73	"	Employ. Orientation	10,705	10,705	--	120	89
241-LPN-73	Syracuse	Lic. Practical Nurse	36,288	36,288	--	12	3,024
241-73-01M	"	Multioccupations	49,476	45,157	4,319	29	1,557
241-73-03C	"	Clerk/Typist	21,967	21,967	--	40	549
241-ABE-7273	"	Adult Basic Ed.	22,871	19,267	3,604	30	642
241-GED-7273	"	High Sch. Equiv.	22,170	18,566	3,604	28	663
251-73-03M	Rochester	Multioccupations	97,279	62,957	34,322	37	1,702
251-73-04H	"	Health Services	33,654	25,000	13,654	46	543
251-73-05	"	Lic. Practical Nurse	65,934	52,280	13,654	24	2,178

\*cancelled

Table II (con't)  
Disbursement of N.Y.S. WII Allocation

Project No.	Location	Occupation	Total Cost	Federal Cost	Matching	Approved Slots	Federal Cost Per Training Slot
251-ABE-73	Rochester	Adult Basic Ed.	\$ 20,026	\$ 14,045	\$ 5,981	30	\$ 463
251-GED-73	"	High Sch. Equiv.	20,080	14,098	5,982	30	470
261-LPN-7273	Dix Hills	Lic. Practical Nurse	74,068	72,763	1,300	25	2,910
261-ABE-1-73	Dix Hills	Adult Basic Ed.	32,898	29,393	3,505	30	930
261-ABE-2-73	Patchogue	Adult Basic Ed.	30,275	26,764	3,511	30	992
261-GED-1-73	Dix Hills	High Sch. Equiv.	52,893	45,884	7,009	103	425
261-GED-2-73	Patchogue	High Sch. Equiv.	42,229	39,778	2,451	53	636
261-EO-7273	Farmingdale	Employ. Orientation	29,774	21,774	8,000	140	156
262-ABE-7273	Jericho	Adult Basic Ed.	124,201	113,201	11,000	240	472
262-GED-7273	"	High Sch. Equiv.	84,002	73,502	10,500	155	474
262-GED-7273	"	Employ. Orientation	36,250	32,000	4,250	180	173
271-73-09M	Buffalo	Multioccupations	83,200	81,515	1,685	96	849
271-ABE-7273	"	Adult Basic Ed.	108,348	90,342	18,006	170	531
271-GED-7273	"	High Sch. Equiv.	105,914	87,910	18,004	180	483
271-EO-7273	"	Employ. Orientation	19,825	19,438	387	300	65
271-73-11R	"	Insurance Rater	14,044	13,760	284	10	1,376
272-73-01M	Niagara Falls	Multioccupations	46,371	45,435	936	40	1,136
272-ABE-73	"	Adult Basic Ed.	13,565	11,787	1,778	26	453

Table II (con't)  
Disbursement of N.Y.S. WIN Allocation

Project No.	Location	Occupation	Total Cost	Federal Cost	Matching	Approved Slots	Federal Cost Per Training Slot
272-GED-73	Niagara Falls	High Sch. Equiv.	\$ 11,353	\$ 9,575	\$ 1,778	26	\$ 368
272-E0-73	"	Employ. Orientation	7,055	5,855	1,200	104	56
281-ABE-7273	White Plains	Adult Basic Ed.	141,514	111,152	30,362	145	767
281-2-ABE-7273	Yonkers	Adult Basic Ed.	55,792	43,792	12,000	90	487
281-GED-7273	White Plains	High Sch. Equiv.	90,667	68,569	22,098	116	591
465-SP-73	New York City	Specifics	317,722	317,722	--	248	1,281
465-PV-73	"	Prevocational	676,974	517,530	159,444	920	563
465-ABE-73	"	Adult Basic Ed.	1,153,756	1,084,635	69,121	2,200	493
265-GED-73	"	High Sch. Equiv.	405,390	382,350	23,040	900	425
465-E0-73	"	Employ. Orientation	364,276	364,276	--	1,200	304
Totals			\$ 4,760,618	\$ 4,252,369	\$ 508,249	8,555	



Periodically, additional funds have become available from the Federal MDTA Unapportioned Account, and from other sources, to fund special projects.

The Residential Area Retraining Act (RAR), formerly identified as the Area Redevelopment Act (ARA), provides for the support of institutional training programs to train and/or up-grade the skills of unemployed persons residing in designated redevelopment areas. The designation may be based on substantial or persistent unemployment, or on the low income of area residents, and is made by the U. S. Secretary of Commerce. Funds were made available for institutional training in redevelopment areas from the MDTA Federal Unapportioned Account and were in excess of the State apportionment. Two RAR projects were funded in New York State during the 1973 fiscal year.

The Concentrated Employment Program (CEP) was designed to encourage private employers to hire and train the disadvantaged. CEP provided a coordinated program of manpower training and supportive services in selected areas of concentrated hard core unemployed youth and adults. No new CEP programs were funded in 1973 through the State Education Department, although training was carried out in two projects funded in 1972.

The National Migrant Worker Program (NMWP) was designed to enable the migrant family to leave the migrant stream and to obtain stable employment through a comprehensive program of manpower training and related services. One Migrant Worker Program in the Rochester area was funded during the year, using 1972 carryover funds.

Project Transition provided counseling, basic education, skill training, and placement assistance in civilian employment for soon-to-be discharged enlisted armed services personnel. Two Project Transition programs were funded in 1973, and were conducted at the Griffiss Air Force Base by Mohawk Valley Community College.

Correctional Institutions. MDTA Title II, Section 251 authorizes training in correctional institutions for inmates prior to release. One Section 251 program at Riker's Island was funded during 1973, linking funds from the State apportionment

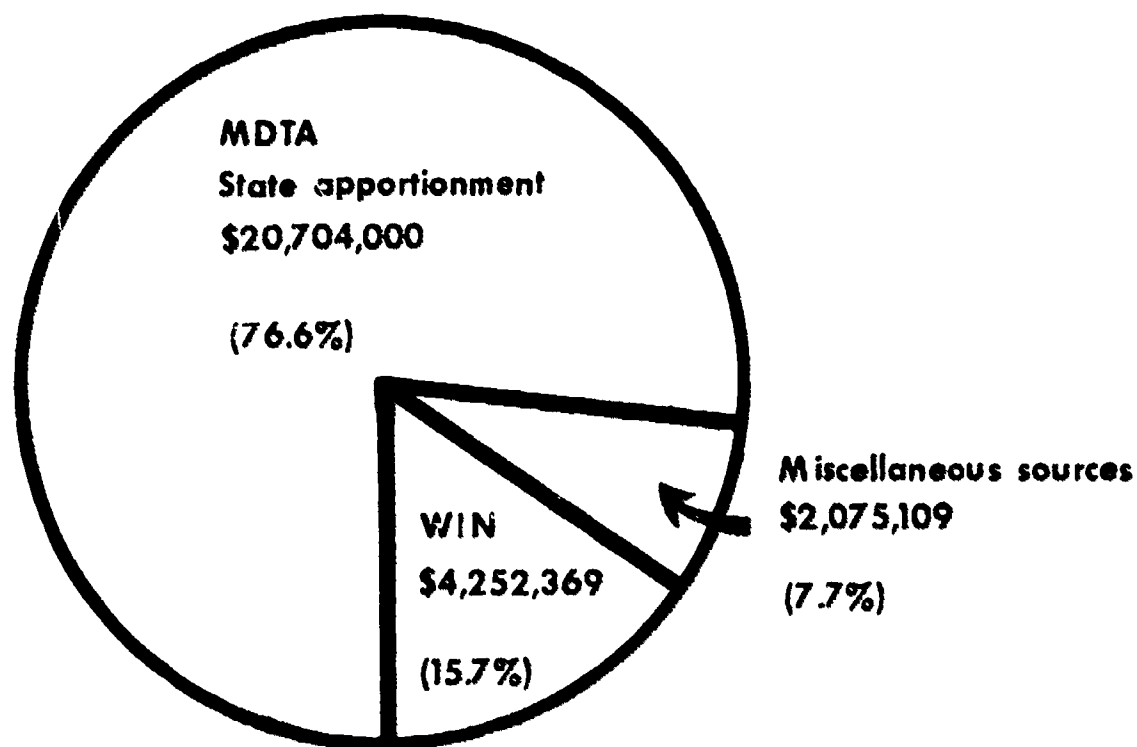


and from the unapportioned account.

The Trade Expansion Act (TEA) authorizes the expenditure of Federal funds for retraining individuals adversely affected by competition from foreign imports. One TEA project located in Utica was funded in 1973.

Table III indicates that an additional \$2,075,109 was made available during fiscal year 1973 from various sources to fund 766 training slots. Chart II shows the appropriation of 1973 manpower training funds from the various sources. The data indicates that 76.6% of Federal funds received in 1973 emanated from the MDTA State apportionment, 15.7% from WIN and 7.7% from other sources. More detailed information on project approvals may be found in Appendix A.

**Chart II**  
**Appropriation of Institutional Training Funds**  
**Fiscal Year 1973**



In the allocation of MDTA funds from both apportioned and unapportioned accounts, emphasis was placed on providing training in occupational skills, with basic education, remediation, and employability orientation considered to be supplementary to training for entry-level occupations. Ninety-nine percent of the New York State apportionment and 100% of MDTA unapportioned funds were allocated

TABLE III  
Disbursement of MDTA Funds  
Miscellaneous Sources

Fiscal Year 1973  
(Effective June 30, 1973)

Project Number	PT-1 Number	Location	Occupation	Total Cost	Education Cost	Labor Cost	E.S. Staff	Approved Slots
NY(GM)3008	5360	Utica	Multioccupational	\$ 874,400	\$ 356,135	\$ 518,265	---	370
NY(TR)3009	5358	Rome	Air Cond./Ref. Mech.	5,100	5,100	---	---	15
NY(TR)3010	5357	Rome	Household Appl. R/"	5,000	5,000	---	---	15
NY(XX)3333	5805	Statewide	Individual Referral	111,926	50,366	61,560	---	45
NY(A)3401	4025	New York City	Welding (AIRC)	300,000	202,848	97,152	---	105
NY(AX)3402	7008	Statewide	Individual Referral	83,184	24,000	59,184	---	20
NY(KH)3202	4193	Rikers Island	Multioccupational	255,577	255,577	---	---	100
NY(P)3042	4163	New York City	Environmental Aide	65,000	30,000	35,000	---	20
NY(P)3045	4176	New York City	Med. Trans.	70,558	32,631	37,927	---	15
NY(M)2724	7005	Upstate	Multioccupational	304,364	77,564	226,800	---	60
Total Cost				\$ 2,075,109	1,039,221	1,035,888	---	766

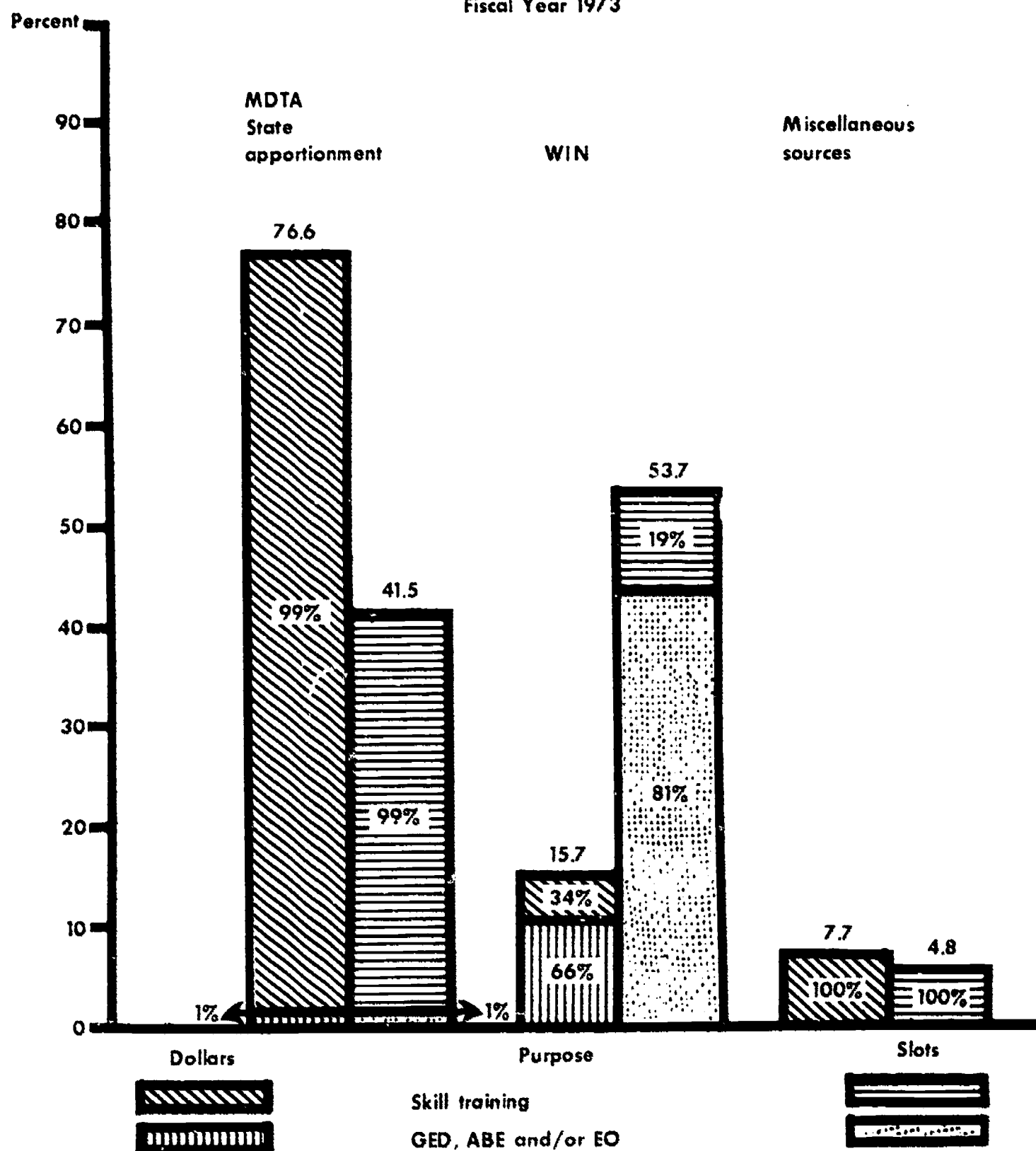
Note: Data Sources

- Notification of Grant Award, Form 3146
- Application of Institutional Training Project, Form T-2

to skill training slots, which included remediation components wherever necessary.

In contrast, 65.9% of WIN funds utilizing 81% of the WIN slots supported training in high school equivalency, adult basic education and/or employability orientation. Chart III indicates the percentage distribution of funds and slots from all sources to skill training and nonskill training programs.

Chart III  
Percentage Distribution of Institutional Training Funds and Slots  
All Sources  
Fiscal Year 1973



## CHAPTER III

### MANPOWER PROGRAM DEVELOPMENT

Implementation of segments of the State Plan by the Bureau of Manpower Program Development was initiated with the receipt of the Notification of Occupational Training Needs, Form MT-1, for MDTA projects, or of the Request for Occupational Training Development, WIN 20. MT-1's or WIN 20's were reviewed to determine such items as the need for basic education, counseling, or other supplementary services, the appropriateness of identified skills to the occupation, and possible restrictions on the type of training requested. Training request form review and subsequent project development activities by Bureau staff frequently were conducted within rigid time constraints imposed by predetermined project starting dates and/or externally imposed funding restrictions.

For MT-1's, after an initial review, eligible institutions within the geographic area to be served were invited to submit cost estimates and information on suggested hours of training, facility accessibility and agency concepts of training. Agencies canvassed included local boards of education, Boards of Cooperative Educational Services (BOCES), community colleges and SED approved private schools. WIN training agencies were designated by the State Department of Labor.

Cost estimates were reviewed, and one or more agencies were designated to conduct the training. Training proposals were submitted to the Bureau of Manpower Program Development on Form OE 3117, Cost of Occupational Training. Related backup material provided cost information on a line item basis and detailed descriptions of training designed to meet the conditions imposed by the MT-1 or WIN 20.

Proposals were reviewed for appropriate costs and training content by supervisors in the Bureau of Manpower Program Development. Representatives of the SED Division of Educational Finance examined all proposals for conformity to Federal fiscal regulations. Proposal copies were distributed to State and Federal

Departments of Labor, to DHEW Regional Offices and to cooperating Bureaus in the State Education Department. For MDTA projects, an Application of Institutional Training Project (MT-2) was prepared by the Manpower Services Division to reflect a summarization of slot allocation, education costs, trainee allowance costs, and other pertinent information. Each project was approved at a joint Federal/State review. Funding approval was channeled to the State from the Washington DHEW Office by means of the Notification of Grant Award (Form 3146). Training agencies were allowed a lead time of 60 days from the funding date for start of the training program.

Similiar procedures were followed for WIN projects, with funding approval located within the State Department of Labor, through issuance of the Notice of Authorization of Funding.

## CHAPTER IV

### MANPOWER PROGRAM OPERATIONS AND SUPERVISION

Institutional manpower training in New York State was offered through a multiplicity of program structures in a variety of types of institutions. Single skill, one class projects provided training in one occupation to meet immediate labor market needs; multioccupational projects provided training in a number of occupations, with one or more sections per occupation during the project life. The MDTA individual referral program provided training for less-than-class-size groups in skill areas of moderate labor market demand. When appropriate, basic education and employability orientation were included in skill training projects. One third of all WIN projects funded during 1973 provided training in adult basic education, in high school equivalency or in employability orientation.

Manpower development and training skills centers located in major population centers of the State provided a wide range of occupational offerings, related basic education, and remedial and supportive services to meet the needs of large numbers of trainees.

The role of Boards of Cooperative Educational Services (BOCES) and community colleges in meeting the training needs of target populations increased during the fiscal year, and private schools continued to be used for both individual and group referrals.

Training in Skills Centers. Federally designated manpower skills centers were operated in nine New York State population centers during 1973 - Albany, Binghamton, Buffalo, Nassau County, New York City, Rochester, Syracuse, Utica, and White Plains. Five cities provide training at more than one site, with the New York City Board of Education sponsoring training in seven separate locations. Courses in traditional manpower areas such as office occupations, practical nursing, and automotive services were offered, as were training opportunities in emerging fields such as vending machine repairman, oil burner installation and serviceman,

and carpet layer. Every effort was made to design programs to meet the needs of identified target populations, in readily accessible locations.

During fiscal year 1973, funding priority was given to manpower skills center programs. Table IV indicates that \$15,037,812, or more than two-thirds of the MDTA State allocation was assigned to multioccupational training programs in the major population centers. Total MDTA multi allocations ranged from a low of \$814,980 federal dollars to fund the Nassau County center to a high of \$7,522,412 to fund skills center programs in New York City. So-called "mini-multis" utilizing WIN funds were devised to incorporate available WIN slots into existing MDTA multioccupational training programs, at the lowest possible cost. Table V indicates that WIN multi allocations ranged from a low of \$45,157 Federal dollars at Syracuse to a high of \$81,515 Federal dollars at Buffalo.

Costs of skills center operations varied widely, due primarily to variations in teachers' salaries across the State, to costs of building rental and services, and to the significance of the local contribution to the program. In a comparison of Federal allocations per MDTA training slot, Table VI shows a range in educational costs from \$1,062 per slot in Buffalo to \$1,874 in White Plains.

Referring again to Table V, WIN federal allocations per multi training slot ranged from \$849 at Buffalo to \$1,702 at Rochester. No indepth evaluation of these data currently is available.

Where appropriate, occupational training was offered in open-ended cluster type projects. In clustering, each trainee was prepared for the highest level skill which he or she was capable of mastering. Trainees entered the training program weekly or biweekly, progressed to the highest feasible skill level, and spun off into the active labor pool when job ready. Instruction was individualized through careful trainee assessment, through the development of programmed materials, and through the increasing utilization of teacher aides.



TABLE IV

## Comparison of Skills Center Federal Allocation

24

## MDTA Multioccupational Projects

Fiscal Year 1973  
(Effective June 30, 1973)

Project No. and Location	Total Project Cost	No. of Slots	A & C Costs	Ed. Base Fund Costs	Total Ed. Adm. Costs	Training Costs	Total Ed. Costs	E. S. Base Fund Cost	Allowances
(QM)3006-000 Albany	\$1,140,206*	411	\$ 240,839	\$ 94,304	\$ 335,143	\$ 322,018	\$ 657,161	\$ 47,213	\$ 435,832
(QM)3023-000 Binghamton	1,003,665	399	140,676	71,104	211,780	313,279	525,759	43,708	434,198
(QM)3025-000 Buffalo	880,933	393	137,736	44,550	182,286	235,135	417,421	100,000	363,512
(QM)3019-000 Nassau Co.	814,980	318	121,597	75,603	197,200	214,960	412,160	32,000	370,820
(QM)3031-000 New York City	7,522,412*	2121	338,323	803,668	1,141,991	2,358,009	3,500,000	696,332	3,326,080
(QM)3016-000 Rochester	926,122	348	181,755	80,891	262,646	272,684	535,330	70,950	319,842
(QM)3012-000 Syracuse	896,452	435	213,723	95,100	308,823	205,753	514,576	76,205	305,671
(QM)3001-000 Utica	965,714	404	184,497	77,149	261,646	268,409	530,055	46,000	389,659
(QM)3022-000 White Plains	887,328	269	158,498	66,416	224,914	279,314	504,228	43,098	340,002
TOTAL	\$ 15,037,812	5052	\$ 1,717,644	\$ 1,408,785	\$ 3,126,429	\$ 4,470,261	\$ 7,596,690	\$ 1,155,506	\$ 6,285,616

\*Includes private school component



TABLE V  
Cost Comparison of  
WIN Multioccupational Projects  
Fiscal Year 1973  
(Effective June 30, 1973)

Project No.	Location	Occupation	Total Cost	Federal Cost	Local Matching	Approved Slots	Federal Cost Per Training Slot
211-73-01M	Albany	Multioccupations	\$ 66,417	\$ 66,417	\$ ---	41	\$ 1,620
221-73-02M	Utica	Multioccupations	64,924	64,924	---	49	1,325
241-73-01M	Syracuse	Multioccupations	49,476	45,157	4,319	29	1,557
251-73-03M	Rochester	Multioccupations	97,279	62,957	34,322	37	1,702
271-73-09M	Buffalo	Multioccupations	83,200	81,515	1,685	96	849
272-73-01M	Niagara Falls	Multioccupations	46,371	45,435	936	40	1,136
TOTAL			\$ 407,667	\$ 366,405	\$ 41,262	292	---
Average Cost			\$ 67,944	\$ 61,068	\$ 688	49	\$ 1,255
Median Cost			\$ 65,670	\$ 63,940	\$ 1,310	--	\$ 1,441

TABLE VI

## Comparison of Skills Center Federal Allocation Per Training Slot

26

## MTA Multioccupational Projects

Fiscal Year 1973

Project No. and Location	Total Allocation Per Slot	No. of Slots	A & C	Ed. Base Funding	Total Ed. Adm.	Training	Allocation Per Training Slot*		
							Total Educ.	F.S. Base Funding	Allowances
(QM)3006-000 Albany	\$ 2,774**	411	\$ 586	\$ 229	\$ 815	\$ 783	\$ 1,599	\$ 115	\$ 1,060
(QM)3023-000 Binghamton	2,515	399	353	178	531	789	1,318	110	1,088
(QM)3025-000 Buffalo	2,242	393	350	113	464	598	1,062	254	925
(QM)3019-000 Nassau Co.	2,563	318	382	238	620	676	1,296	101	1,166
(QM)3031-000 New York City	3,547**	2121	160	379	538	1,112	1,650	328	1,568
(QM)3016-000 Rochester	2,661	348	522	232	754	784	1,538	204	919
(QM)3012-000 Syracuse	2,061	435	491	219	710	473	1,183	175	703
(QM)3001-000 Utica	2,390	404	457	191	648	664	1,312	114	964
(QM)3022-000 White Plains	3,299	269	589	246	836	1,038	1,874	160	1,264
Average Cost Per Slot	\$2,976	-	\$340	\$279	\$619	\$885	\$1,504	\$229	\$1,244
Median Cost Per Slot	\$2,563	-	\$457	\$229	\$648	\$783	\$1,476	\$160	\$1,085

\*May not add to total allocation per slot, due to rounding to nearest dollar.

\*\*Includes private school component

Skills center programs in New York State were oriented toward the use of remediation and supportive services to help trainees meet the training objectives. Psychological services, medical assistance, and a wide variety of social services were made available through referral to appropriate cooperating agencies. Basic education was offered in computational and communication skills in conjunction with skills training, and the majority of skills centers offered high school equivalency (GED) and English as a Second Language (ESL) training. The assignment of employment service counselors to skills centers, under the base funding concept, increased opportunities for, and effectiveness of dialogue among manpower agencies. Joint counseling was an integral part of the skills center program and will be continued in fiscal year 1974.

Counseling. During the fiscal year, guidelines for the implementation of joint educational - employment service counseling services for MDTA enrollees were developed and approved by the State agencies and may be found in Appendix B. An instrument for assessing the appropriateness of each joint counseling plan also was developed.

Manpower trainees in multioccupational training programs were the primary recipients of joint counseling services. The plans, designed and developed cooperatively by representatives of local educational and employment service staffs, emphasized a team approach to counseling for MDTA trainees. The purpose of the cooperative approach was to provide comprehensive counseling services to facilitate trainee achievement of realistic goals. Supportive teams responsible for implementing the joint counseling plan consisted of educational agency and employment service onsite skills center staff. The focus of the team effort was continuous trainee and staff assessment of trainee progress throughout the training period. These assessments involved joint conferences to determine trainees' progress from pre-vocational to specific phases of training, or movement toward alternate goals.

In development of the joint counseling plans, serious efforts were directed toward providing a means to improve communication and cooperation between the training agency and employment service staff. Table VII indicates the variety of staffing patterns designed to meet the needs of skills center MDTA trainees in 1973.

The joint counseling plan utilized in each multioccupational program was based generally on a staffing pattern outlined in the base funding portion of the multi, with sufficient staffing flexibility being maintained to accommodate the varying enrollment levels. Additionally, the joint counseling plan provided for a differentiation of employment service and training agency counseling roles. Initial interviews and assessment by employment service counselors prior to referral were followed by the joint case conference as the major instrument for cooperation and communication between agency and employment service staff. Guidelines for structuring the case conference were developed. The roles of counseling and supportive staff during orientation, the prevocational phase and skill training were defined, as were lines of communication for resolution of specific problems. Also suggested were procedures for periodic evaluation, placement and follow-up of trainees by designated staff.

WIN trainees received counseling services through the utilization of WIN support teams representing local social service and employment service agencies. WIN teams identified eligible AFDC recipients, assisted individuals in the development of employability plans and referred clients for appropriate services, which may include institutional training. Throughout the training period, counseling services are provided by members of the WIN team, rather than by educational counselors.

MDTA trainees enrolled in programs conducted in facilities other than skills centers received employment, educational and personal counseling through continuing contact with local employment service offices and through joint funding of educa-

Table VII  
Skills Center Joint Counseling  
Staffing Pattern Comparison  
Fiscal Year 1973

<u>Location</u>	<u>Education</u>	<u>Employment Service</u>
Albany	2 Counselors	1 Emp. Counselor 1 Emp. Interviewer
Binghamton	1 Head Counselor 2 Counselors	1 Emp. Counselor 1 Emp. Interviewer 1 Community Worker
Buffalo	1 3/4 Counselors	1 Sr. Emp. Interviewer 2 Emp. Counselors 2 Emp. Interviewers 1 Community Worker
Nassau County	2 Counselors 1 Community Service Counselor (1/3 time) 1 School Nurse (½ time)	1 Sr. Emp. Counselor 1 Emp. Counselor 1 Emp. Interviewer 1 Community Worker
New York City	1 Head Counselor 1 Asst. Head Counselor 2 Counselors, Neighborhood (outreach) 1 Counselor, Job Developer 2 Counselors, Good Impressions 13 Counselors	2 ES Managers 2 Senior Counselors 4 Senior Emp. Interviewers 1 Sr. Clerk Examiner 12 ES Counselors 17 Employment Interviewers 9 Community Workers
Rochester	3 Counselors 1 Bilingual Counselor Aide 1 Trainee Interviewer	1 Sr. Emp. Counselor 1 Emp. Counselor 1 Emp. Interviewer 1 Community Worker
Syracuse	1 Counselor, Teamleader 1½ Counselors 1 Social Worker Aide	1 Sr. Emp. Counselor 1 Emp. Counselor 1 Emp. Interviewer 1 Community Worker
Utica	3 Counselors	1 Emp. Counselor 1 Emp. Interviewer 1 Community Worker
White Plains	3 Trainee Advisors 1 Psychologist (1/3 time) Nurse (1/10 time)	1 Emp. Counselor 1 Emp. Interviewer 1 Community Worker

tional counseling positions with other local educational programs.

Remedial Training. Prereferral trainee assessment by employment service counselors usually provided information indicating the strengths and/or weaknesses of each trainee. Periodic evaluation throughout orientation, occupational exploration, and early prevocational training phases served both to verify the initial evaluation and to point out specific areas of remediation needed to enhance the trainee's chances for success in his selected occupation.

Remediation was provided through occupationally oriented basic education. Primarily directed toward the broad areas of reading and mathematics, remediation also served to meet the employability needs of trainees for high school equivalency (GED), English as a Second Language (ESL), and employability orientation.

Each MDT skills center was staffed with specialists responsible for providing necessary remediation experiences to implement desired trainee growth and development. Specially equipped multimedia centers, or learning laboratories, under the supervision of learning laboratory specialists, provided highly individualized study and learning experiences for each trainee. Progress through the learning laboratory was dependent upon the interests and abilities of the individual. In some situations, entire classes may have spent an hour or more per day in the laboratory, with each trainee involved in a program of individualized learning. Paraprofessional learning laboratory aides maintained records, instructed trainees in the use of equipment and performed other similar functions.

Training in Correctional Institutions. An amendment to the Manpower Development and Training Act of 1962 added Section 251 to Title II which provided for pilot programs to train inmates of correctional institutions prior to release. The legislation was influenced by the results of earlier experimental and demonstration projects held within prisons. Both earlier and fiscal year 1973 projects have sought new approaches and techniques for comprehensive programs of training

and related services for inmates, with the objective of reducing the recidivism rate caused in part by the lack of employability skills. Section 251 programs may provide training outside the prison at a regular public or proprietary training facility. The program may include counseling, remedial services, basic education, prevocational training, and post-release follow-up. Weekly allowances may be a part of Section 251 projects, with the bulk of the payments withheld until the time of release or parole.

One correctional manpower program was funded in New York State during 1973. A multioccupational project at the Rikers Island Correctional Institution, under the supervision of the New York City Board of Education, offered occupational training in metal fabrication, auto mechanics, and woodworking, with extensive counseling, GED and remedial education for one hundred selected inmates of the institution. Individual referrals to public and private mainland training agencies were available for trainees released before completion of training at Rikers Island.

Manpower Training for Veterans. Project Transition is a voluntary training program for servicemen conducted prior to separation from service. The program is available to men and women who desire to acquire a skill or to upgrade their present skills in order to enter the labor market. Project Transition is an aid in bridging the gap between release from service and return to civilian life. Those in military service with up to six months remaining before scheduled separation from active duty may apply for the program.

Two Project Transition programs were funded in New York State during the fiscal year. Under the jurisdiction of the Mohawk Valley Community College, the programs were operated at the Griffiss Air Force Base site in Rome, New York, for a period of 15 weeks. Training was offered in air conditioning and refrigeration mechanics and in household appliance repair. The programs operated for one-half day, five days per week. This schedule, together with the location of the



training facility at the air force base, produced a favorable training situation. Lost time was at a minimum and attendance was excellent.

In addition to participants in the Project Transition program, servicemen throughout the State have taken advantage of the regular manpower training programs on their release from service. Viet Nam era veterans have been given enrollment priority. Although comprehensive data on veteran enrollments were not available, a telephone survey indicated that the percentages of veteran enrollments in New York State skills centers ranged from a low of 10% in Rochester to a high of 59% in Nassau County.

Training for Women. The original intent of MDTA to retrain skilled people who were technologically unemployed tended to direct manpower services primarily to the training needs of male heads of households. This emphasis was modified in subsequent amendments to MDTA, and training currently is offered to unemployed and underemployed persons of both sexes. Under MDTA, however, selection criteria which give preference to Viet Nam era veterans and to males may adversely affect training opportunities for women, in particular for female nonheads of households.<sup>2</sup>

All manpower training programs in New York State were open to qualified women, although most women received training in traditionally female occupations, e.g., clerical, health services, and food services. In some instances, where women have been trained in traditional male occupations, difficulties were encountered in placing women graduates in training related jobs. Skill training in WIN funded programs in 1973 was provided primarily in service occupations.

Throughout the training period, many female trainees face the difficult and sometimes insurmountable problem of child care. Generally speaking, however, women appeared to maintain a higher completion rate than do male trainees. A recent New York State DOL study based on 1969 data indicated a 35% male dropout rate as opposed to 24% for females. Twenty-one percent of the females were termi-

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<sup>2</sup> Guidelines for Planning and Development of Skills Centers, U.S. Department of Health, Education and Welfare, U.S. Department of Labor, Washington, June 1970, p. 10



nated for lack of interest and 41% for either illness or care of family. Thirty-eight percent of the males were terminated for lack of interest but only 13% for either illness or care of family.<sup>3</sup> A part of the holding power of primarily female occupations may be attributable to the status of office work and nursing among the population served by MDTA. A steady attrition rate combined with continual creation of new jobs makes placement in these fields relatively steady.

A measure of the success in the training and placing of women in New York State can be taken by examining the statistics of two skills centers, those at Rochester and at Utica. The Rochester Skills Center graduated 187 women during fiscal year 1973 in various programs which included MDTA, WIN, CEP and the Migrant Worker Project. Of these 187, 85% or 159 were placed. A number of the graduates not placed were temporarily out of the labor market for medical reasons, child care problems, or enrollment in further education. Training areas included clerical occupations, ESL, health services, and employability orientation.

The Utica Skills Center, which offers more male-oriented programs than does Rochester, had 139 women graduates during fiscal year 1973. Of that total, 110 or 79% had been placed by the end of the fiscal year. In stenography and in food services, all of the graduates were placed. Women graduated in litho-duplicating, banking, sales, food services, and other occupations.

In isolated instances, during the past year, some women have received training in traditional male occupations. The Rochester Skills Center has had one woman trainee in the small gasoline engine repairman program who, because the program terminated, transferred to the machine occupations program and obtained a training-related job. At Binghamton, one woman trainee completed the tractor trailer truck driver program and received a Class I license. One woman obtained a non-training-related job after completion of the automotive services program. The

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<sup>3</sup> New York State Department of Labor, The MDTA Dropout in New York State, Labor Research Report No. 14, Division of Research and Statistics, Albany, New York, July, 1973.

Syracuse Skills Center also had a woman enrolled in automotive services this year, and in prior years, has had women trainees in machine occupations.

A woman trainee in the tractor trailer program in Utica was offered a job upon obtaining a Class I license. Prior to this fiscal year, the Utica Skills Center graduated two women in machine occupations who were employed as inspectors at the General Electric Company, two women drafting program graduates and two electronics mechanic graduates who work for Univac. The New York City Skills Center graduated one woman in TV service and repair who obtained employment in a training-related job. New York City also had one woman trainee enrolled in the woodworking program and one in automotive services.

The past few years have seen increases in the number of women workers, the percent of women workers, and the length of labor force participation. The Manpower Report of the President, March 1973, indicates that, nationally, the female labor force participation rate has steadily grown from 31.8 in 1947 to 43.9 in 1972. In contrast, the male labor force participation rate has gradually decreased from 86.8 to 79.7 during the same period. The total number of females in the total labor force almost doubled from 16.6 million in 1947 to 33.3 million in 1972.<sup>4</sup> The anticipated increase in the number and proportion of women in the labor market over the next few years contains serious implications for future manpower planning.

The Individual Referral Program. The individual referral program made a major contribution by providing for training of less than class-size groups. Referrals were made to both public and private training agencies, allowing maximum utilization of funds to individualize training to meet limited labor market demands.

Although many individual referral trainees were prepared to go directly into

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<sup>4</sup> United States Department of Labor, Manpower Report of the President, U.S. Govt. Printing Office, Washington, March, 1973. pp. 55, 59-73.

skill training, a number needed remedial or basic education. Private schools were encouraged to modify curricular offerings to include the basic education necessary for successful placement of trainees.

Statewide individual referral contracts were processed and screened to insure the most effective training at the lowest possible cost. Supervisory staff assigned to this task inspected current agency buy-in records to insure that charges made did not duplicate those approved in already operating group projects. Effective use was made of available funds by assigning individual referral slots to agencies known to be operating group projects. Table VIII indicates the wide range of occupational offerings utilized through the individual referral program in 1973. Appendix A, Table XII, identifies the disbursement of individual referral funds during the fiscal year.

TABLE VIII

Individual Referral Program  
Occupational Training  
Fiscal Year 1973

Account Clerk	Cook
Accountant	Cosmetologist
Air Conditioning/Ref. Mech.	Court Reporter
Architectural Draftsman	
Auto Mechanic	Data Processing
Auto Body Repairman	Data Processing Technician
Auto Service Station Mechanic	Data Typist
Air Frame & Power Plant Mechanic	Dental Assistant
	Dental Lab. Tech.
Barber	Dental Technology
Basic Education	Diesel Mechanic
Bi-Lingual Secretary	Dietician
Bookkeeper I and II	Draftsman, Mechanical
Business Machines	Driver Education
Business Programmer	
	Electronics Assembler
Cabinet Maker	Electronic Drafting
Clerk, General Office	Electronics Mechanic
Clerk-Typist	Electronics Technician
Clothes Designer	Electronics/TV Tech.
Commercial Drafting	Employability Orientation
Commercial Photography	English as a Second Language
Computer Programmer	Environmental Engineer

Table VIII (con't)

Executive Secretary	Patternmaker
Fender Repairman	Photo-Offset Printing
Floor Covering Layer	Professional Engineer
Furniture Upholsterer	Radio-Telephone Operator
Heating/Air Conditioning	Radio/TV Repairman
Heavy Equipment Operator	Receptionist
Household Appliance Repairman	Refrigeration Mechanic
Inhalation Therapist	Retail Marketing
Junior Accountant	Sales Clerk
Keypunch Operator	Secondary School Teacher
Legal Secretary	Secretary
Licensed Practical Nurse	Secretary, Adm.
Litho-Duplicating Operator	Stenographer
Lithographer	Stenotype Operator
Machine Set-Up Operator	Structural Operator
Machinist	Swiss Screw Machine Operator
Manager, Catering	Systems Analyst
Medical Assistant	Taxation Accountant
Medical Lab Assistant	Teacher, Ind. Arts
Medical Lab Technician	Teacher, Science
Medical Secretary	Tractor Trailer Truck Driver
Metal Fabricator	Traffic Engineer
Methods Engineer Chief	TV Service/Repairman
Musical Instrument Repair	Typewriting
NCR Accounting Machine Operator	Typist
NYS Teacher Certification	Watchmaker
Nurse Aide	Welder, Arc
Nursing Assistant	Welder, Burn. Dr. Tr.
Office Machine Serviceman	Welder, Burning Heliarc
Offset Pressman	Welder, Comb.
	Woodworking Machine Operator

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Supervisory Structure. Supervisory services were provided to local educational agencies sponsoring both skills center operations and regular projects, from all funding sources. The structure for provision of supervisory services varied with the extent of need for such services. With the exception of the New York City Skills Center operation and the individual referral program, staff assignments generally were made by geographic area.

The New York City Skills Center consists of a conglomerate of widely dispersed facilities; therefore, eight Education Department staff persons were assigned supervisory duties in this location. Assignments were made on the basis of occupational clusters offered in several locations and each staff member was responsible for the supervision of one of the upstate skills centers or of a comparable statewide activity. Each project was subject to onsite visitation at least twice during the period of training with the express intent of maximizing instructional, administrative, and counseling impact. One staff member carried the major responsibility for supervision of the individual referral program in both public and private agencies.

Regular projects, i.e., those that are not included within a multi, were assigned on a geographic basis. For example, the staff person responsible for the Buffalo Skills Center was assigned supervisory responsibility for all other projects developed and operated in the Buffalo area.

Supervisory responsibility for group manpower projects in the private sector was assigned to the SED's Bureau of Occupational School Supervision. Continuous liaison in areas of mutual concern was maintained with the Bureaus of Veterans Education and with other department bureaus having responsibility in specific subject matter areas. This cooperative function provided for extensive input by Manpower staff into both group and individual referral programs.

A program of regular staff onsite visitations to training agencies was combined with in-office evaluation of reports and other documents to insure a thorough life-of-project supervising process. Emphasis was placed on the efficient and effective use of approved funds to best meet the program parameters and objectives as stated in the training plan. In instances where programs varied significantly from the training plan, supervisory staff initiated corrective action. Project amendments, line item changes, curriculum revision and consultation with other manpower agencies or personnel were some of the methods used.

State supervisory roles encompassed a variety of specific activities:

Program fiscal accountability was maintained. This task was done in close cooperation with specialists of the Department's Division of Educational Finance, Federal Accounts Section, and was designed primarily to insure the effective and efficient utilization of the state allocation. Timely deobligations of projects were requested and processed with \$128,229 deobligated from 1973 MDTA projects and \$46,445 from 1973 WIN projects during the year. A summary of deobligations by program and funding is shown in Table IX, with \$3,435,337 in federal funds and \$272,586 in State funds having been deobligated from the educational component during the year. Funds not identified in the table were transferred within projects as needed to extend or improve the training program. A project-by-project breakdown of deobligations may be found in Appendix C.

A comprehensive statewide management outlook was insured. Program supervisors insured that each funded project in their geographic area of control operated in conjunction with others adjacent to it. This approach guaranteed maximum use of existing services, at the same time reducing duplication of effort.

Administrative direction to contract agencies was provided. Supervisors suggested or mandated needed administrative actions, insuring that Federal and State guidelines were met. When necessary, local agencies were constrained by administrative action from acting improperly in the conduct of manpower programs.

Maintaining Equipment Accountability. During fiscal year 1973, the inventory of non-expendable equipment used in various manpower programs across New York State remained at about the same level as in previous years. Over 18,000 items were listed with a total original cost of over \$6,000,000. A more specific breakdown of the number of items in each training program can be found in the Inventory Summary, Appendix D.

Equipment acquisitions for the fiscal year totaled 2,117 items purchased with Federal Manpower funds at a cost of \$480,333.32. Four items were purchased



TABLE IX  
Summary of Deobligations  
July 1, 1972 - June 30, 1973

Funding Year	Funding Source		
	MDTA	WIN	SMTA
1973	\$ 128,229	\$ 46,445	\$ 0
1972	370,330	88,537	0
1971	164,409	580,190	198,925
1970	833,950	2,683	73,661
1969	1,116,791	DNA *	DNA *
1968	<u>103,773</u>	<u>DNA *</u>	<u>DNA *</u>
Total	\$2,717,482	\$717,855	\$272,586

\*DNA - Does Not Apply

with State Manpower Training funds at a cost of \$1,001. In comparison, the WIN program obtained 1,057 items at a cost of \$290,752.53.

During this same period, over 200 pieces of major equipment purchased with State and Federal funds for previous manpower programs were transferred to other MDT facilities with active projects. This represents an estimated savings in equipment costs of over \$50,000.

Equipment deletions from the inventory reported during fiscal year 1973 totaled over 630 items. Of these, 82 items were declared to be in excess to the needs of manpower programs in New York State, 36 items were traded in toward the purchase price of replacement items, 144 items were stolen, and 168 items were scrapped or cannibalized.

Just prior to the beginning of fiscal year 1973, the eligibility of programs such as MDTA to participate in the Federal Excess Property Loan program was terminated. For this reason, the Federal Excess Equipment Inventory remains unchanged

from the previous year, except for some deletions made due to age and condition of the equipment.

Inservice Staff Development. The Bureau sponsored local staff upgrading programs, contracting through Northeast AMIDS, private industry sources, and State Education Department units for teacher training services. Highlights of the 1973 inservice training effort are given in Appendix E.

Evaluating the Manpower Program. Supervisory staff directed the gathering of project statistical data, and prepared summaries and reports for various State and Federal agencies. Efforts were made to utilize staff reports in the planning and development of project recycles. Late in the year, a plan for a comprehensive system of manpower program evaluation in New York State was developed. Present plans call for implementation of the system during fiscal year 1974. A six-month trial period will include continuous evaluation of the system, and redesign as needed for maximum efficiency.

During 1973, vigorous efforts were made to cooperate with Federal DOL and DHEW regional offices, and with the State Manpower Services Division in the annual performance standards review of each skills center. Manpower Bureau staff participated in monitoring visits of State employment service personnel and continuously evaluated local programs through supervisory visits, review of reports and analysis of relevant data.

A number of local training agencies developed and implemented systems for the evaluation of trainee performance, job placement, teacher effectiveness, and other aspects of the training program.

Tentative steps were taken during the year to identify, record, and analyze trainee enrollment and completion data. An exchange of information with the Manpower Services Division was initiated and involved the standardization of reporting forms and dates, the interchange of reports, and continuing dialogue on interpretation of the data received. Currently available data from both SED and State DOL sources presented in Table X indicate that, with a statewide total of



7,369 MDTA training slots, 6,001 persons had been enrolled by June 30, 1973, 574 had been discharged before completion, 2,222 persons had completed the training objectives; and 2,844 were still in training. Total utilization of all available training slots is expected under the continuous enrollment, open ended concepts of training. Comparable data for the WIN program currently is not available.

Curriculum Development. Supervisory staff worked closely with contract agencies to develop quality curricular offerings. This involved coordinating input from numerous other Education Department units whose personnel possess needed curricular expertise. Where possible, arrangements were made for these SED units to assign field personnel to local agencies in the interest of program improvement.

The Annual Manpower Conference. The Division of Special Occupational Services sponsored its Eighth Annual Manpower Conference, May 9 to 11, 1973, at the Homowack Lodge in Spring Glen, New York. In responding to the theme "Accomplishments and Projections," representatives from educational and employment service agencies discussed critical topics ranging from innovative training concepts and supportive services to evaluation of program effectiveness. Manpower revenue sharing was presented as a possible route for the delivery of manpower services in the future.

Respondents to the conference evaluation questionnaire indicated that the conference was of value in promoting a better understanding of programs and in generating new ideas and approaches to conducting programs. The topics were relevant and the opportunity to meet informally with staff members was considered especially profitable. A detailed report of the conference may be found in Appendix F.

Community Relations. Efforts were made at state and local levels to keep appropriate audience groups informed of manpower activities. Utilizing the energies and skills of trainees, student councils or other trainee organizations in a number of skills centers published newsletters, brochures, or flyers on a regular basis. Two New York City sponsoring agencies, the Board of Education and

TABLE VIII  
MDTA Enrollments and Completions  
Fiscal Year 1973  
(Effective June 30, 1973)

42

<u>Project Number</u>	<u>Location</u>	<u>Occupation</u>	<u>No. Trainees Approved</u>	<u>Total Enrollments</u>	<u>Transfers Out</u>	<u>Non-Completers</u>	<u>Completers</u>	<u>No. in Training</u>
(QM)3001-000	Utica	Multioccupational	404	298	21	45	166	89
(X)3002	Statewide	Individual Referral	520	422	-	79	84	259
(R)3003	Utica	Nurse Aide/Orderly	20	23	-	3	-	20
(R)3004	Utica	Nurse, Licensed Practical	10	11	-	2	-	9
(R)3005	Troy	Nurse, Licensed Practical	24	24	-	-	24	-
(QM)3006-000	Albany	Multioccupational	411	377	35	67	145	130
(R)3007	Hempstead	Clerk/Typist	45	36	-	-	23	13
(GM)3008-000	Utica	TEA Multioccupational	370	224	-	1	50	173
(TR)3009	Rome	Air Cond./Ref. Mech.	15	14	1	-	13	-
(TR)3010	Rome	Household Appl. R/M	15	11	-	1	10	-
(R)3011	Patchogue	Clerk/Typist	60	59	-	-	-	59
(QM)3012-000	Syracuse	Multioccupational	435	226	-	-	127	99
(P)3013	Syracuse	Nurse, Licensed Practical	24	27	1	9	-	17
(P)3014	Syracuse	Welder	30	23	-	2	21	-

TABLE VIII continued

<u>Project Number</u>	<u>Location</u>	<u>Occupation</u>	<u>No. Trainees Approved</u>	<u>Total Enroll-ments</u>	<u>Transfers Out</u>	<u>Non-Completers</u>	<u>Completers</u>	<u>No. in Training</u>
(QM)3016-000	Rochester	Multioccupational	348	322	46	51	157	89
(R)3017	Hempstead	Voc. Rehab.	50	38	-	-	19	19
(M)3018	New York City	CHOICE	120	112	13	8	6	35
(M)3019-000	Nassau Co.	Multioccupational	318	162	-	-	69	93
(B)3020	Dix Hills	Basic Ed. Non-Eng. Sp.	30	31	-	-	16	15
(QM)3022-000	White Plains	Multioccupational	269	334	3	16	45	142
(Q)3023-000	Binghamton	Multioccupational	399	239	7	17	41	174
(R)3024	Poughkeepsie	Nurse, Licensed Practical	18	17	-	-	-	17
(QM)3025-000	Buffalo	Multioccupational	393	290	26	23	96	145
(R)3026	New York City	Nurse, Licensed Practical	30	31	-	6	-	25
(R)3027	Dix Hills	Auto Body R/M	30	13	-	1	-	12
(R)3028	Amityville	Household Appl. R/M	30	14	-	1	-	13
(R)3029	Amityville	Elec. Assembler	36	10	-	-	-	10
(P)3030	Ogdensburg	Nurse, Licensed Practical	20	25	-	4	-	21
(QM)3031-000	New York City	Multioccupational	2121	1862	-	190	937	735
(R)3032	New York City	Med. Trans.	20	14	-	4	-	12
(R)3033	New York City	Law Enforcement	100	100	-	-	-	100

TABLE VIII continued

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<u>Project Number</u>	<u>Location</u>	<u>Occupation</u>	<u>No. Trainees Approved</u>	<u>Total Enrollments</u>	<u>Transfers Out</u>	<u>Non-Completers</u>	<u>Completers</u>	<u>No. in Training</u>
(R)3034	New York City	Welding Occup.	47	21	-	-	-	21
(R)3035	Riverhead	Auto Mech.	30	13	-	-	-	13
(R)3036	Farmingdale	Auto Mech.	30	15	-	2	-	13
(R)3037	Riverhead	Basic Ed./E.O.	36	12	-	-	-	12
(P)3038	New York City	TV R/M	50	29	-	3	-	25
(P)3039	Amsterdam	Nurse, Licensed Practical	24	23	-	-	-	23
(R)3040	Elmira	Nurse, Licensed Practical	20	21	-	-	-	21
(R)3041	Bethpage	Elec. Eng.	30	33	-	-	-	33
(R)3042	New York City	Envir. Aide	20	-	-	-	-	-
(R)3043	Hempstead	Nurse, Licensed Practical	21	-	-	-	-	-
(R)3045	New York City	Med. Trans.	15	5	-	-	-	5
(KM)3202	Rikers Island	Individual Referral	100	222	73	-	60	89
(XX)3333	Statewide	Individual Referral	45	20	-	-	8	12
(A)3401	New York City	Welding AIRCO	106	109	-	14	83	-
(AX)3402	Statewide	Ind. Referral	20	16	-	5	8	2
(M)2724	Rochester	Pre-Voc. Migrant Worker	60	58	24	20	14	-
			<u>7369</u>	<u>6001</u>	<u>249</u>	<u>574</u>	<u>2222</u>	<u>2844</u>

NOTE: Date Sources: . SE-7 Monthly Report of Manpower Training Activities, The State Education Department  
. Roster of Training Courses, The New York State Department of Labor

the YMCA, prepared multimedia presentations describing their respective programs.

A newsletter, The Manpower News, was published periodically by the SED Manpower Bureaus, and was distributed widely to training agencies, superintendents of schools, State and Federal Manpower agencies and interested individuals.

## CHAPTER V

### SUMMARY AND CONCLUSIONS

In New York State, within the span of the Federal 1973 fiscal year and utilizing FY 1973 MDTA funds, institutional manpower training was provided for 6,001 disadvantaged, unemployed or underemployed, out-of-school youth and adults. Within stringent funding limitations, emphasis was placed on the provision of educational services to priority target populations identified in the 1973 State CAMPS Plan. With the majority of programs still in operation at the close of the fiscal year, 2,222 persons had completed training and had become available for job placement.

The total State allocation of \$20,704,000 was encumbered for 6,603 training slots. Additional funds from the MDTA Unapportioned Account, combined with funds deobligated from projects funded early in the fiscal year raised the project total encumbrance to \$22,779,109 with 7,369 training slots. Although project funding continued through the month of June, with some projects scheduled to operate through fiscal year 1974, 6,001 or 81.4% of the available slots had been filled by the end of the fiscal year, 37.0% of persons enrolled in 1973 projects completed training before the end of the year, 9.6% terminated before completion and 47.4% were still in training.

WIN Federal funds in the amount of \$4,252,369 provided for 8,555 training slots. Due to variations in funding processes and reporting procedures, no analysis of the completion rate for WIN trainees currently is available.

Throughout the fiscal year, Congressional uncertainty and shifting priorities precluded effective planning at the state level. A freeze on the intake of new trainees and a moratorium on new project funding created a crisis situation in a number of educational agencies, resulting in loss of staff, underenrollment of trainees, low morale and skyrocketing "holding" costs per trainee hour. Great difficulty was encountered in attempting to maintain an efficient level of opera-

tions in the face of Federal vagaries and funding delays.

A number of innovations instituted during the year had statewide program impact.

- . Significant progress was made in interagency cooperation and coordination.
- . Guidelines were developed in cooperation with the State Department of Labor for the preparation of joint counseling plans for skills centers. Additionally, an instrument was developed for evaluation of completed joint counseling plans.
- . A series of criteria-based core curriculum instruments were developed for business occupations and for the automotive and repair and maintenance clusters.
- . Revised statistical reporting forms and procedures were developed by the Bureau in coordination with the State Department of Labor. The procedures were designed to reduce duplication of data reporting and to increase articulation between the two agencies. Copies of reporting forms and a description of procedures developed are available on request.
- . A special staff coordinator for statewide program and fiscal evaluation was appointed with responsibility for implementing a manpower program evaluation system.
- . Significant strides were taken in the efforts of skills centers to articulate WIN and MDTA projects to effect a total program outlook. This systems approach helped to reduce the duplication of effort evident in previous years.
- . Form OE 3117 backup (Parts A & B) were revised for WIN programs so that the same forms can be used for both WIN and MDTA projects.
- . Bureau staff were involved in local MAPC and AMPB meetings, contri-

buting toward coordination of local manpower training activities in anticipation of the transaction to revenue sharing during fiscal year 1974.

- . Progress was made in the timely reallocation of deobligated funds to additional MDTA projects.
- . Guidelines were developed for inservice training programs for staff development in cooperation with the Upper Midwest and Northeast AMIDS groups. All skills center directors were involved in formulating a master plan for staff development. A number of innovations were implemented locally to meet the needs of particular target populations.
- . A communication skills component was developed within the Buffalo Skills Center multioccupational project to serve trainees with serious communication difficulties in the English language. These trainees were primarily Puerto Rican.
- . In 1973, 77% of the trainees at the Rochester Skills Center were designated as disadvantaged. Classes for Spanish-speaking persons, primarily Puerto Rican, were held. Classes in English as a Second Language were staffed by language specialists who dealt with individual and group needs in order to assist trainees to become proficient in reading, speaking, and understanding sufficient English for employability. The Center served 50 Spanish-speaking persons during the 1973 fiscal year.
- . Using FY 1972 funds, the Green Haven Correctional Facility trained inmates in office machine repair through the auspices of Vocational Horizons, Inc. of New York City. The State Department of Corrections acted as prime sponsor and a job liaison officer worked with ex-inmates for the purpose of improving job opportunities and placement.



- . A program was developed on Long Island to prepare disadvantaged minority group adults for employment with the Federal Internal Revenue Service. This was the result of a community affirmative action plan to recruit, train, and employ previously unemployable individuals. In the project's formative stage, meetings were held with representatives from local community groups, IRS, the Federal Civil Service Commission, the State Department of Labor, the State Education Department, local and regional employment service offices, and the local training agency. Fifty entry level IRS positions were identified for graduates of the program. Of the 47 trainees graduated from the program, 46 reported for work at IRS. Thirty-five of these have been promoted to a higher graded position.
- . The New York City Police Academy sponsored an MDTA program for law enforcement officers. Over 85% of the enrollees were black or Spanish-speaking. A majority were military veterans eligible for additional veterans administration allowances. Of the initial 124 enrollees, 107 graduates were on the civil service list or had been appointed as parking enforcement agents of the New York City Traffic Department.

It appears from this report that, in general, the stated objectives for institutional training in New York State have been met. It is less clear, however, to what extent the target populations specifically identified in the 1973 CAMPS Plan have been served. Although the highest priority group, the Viet Nam era veteran, received priority in access to training, no such determination has been made as to the extent of training available to, and utilized by other specific groups (i.e., heads of households, minority youth, older workers, ex-addicts). In other words, on the basis of available data, each of these groups may, or may not have been served to the greatest extent possible within the available resources.

The 1973 State Manpower Plan states:

"The New York State Department of Labor has estimated that there will be 2,624,000 individuals who would benefit from some type of manpower service in fiscal year 1973. This estimate represents an increase of 449,000 or 21% over the fiscal year 1972 estimate. The primary cause of this increase is the significantly higher level of unemployment in recent months and the corresponding higher estimates of unemployment in fiscal year 1973.

Each of the components of the 'Universe of Need' reveals a wide gap between persons requiring training or related manpower services and the annual number of available opportunities afforded by the various programming. The increase in the "Universe of Need" along with decreased State and local resources will place a considerable strain on existing manpower programs." <sup>5</sup>

The less than 8,000 MDTA funded slots and 8,555 WIN slots for fiscal year 1973 make a pitiful showing against the more than 2½ million New York State residents who would benefit from manpower services. Continuation of the manpower program is essential as one component of the needed coordinated attack on the problems of unemployment, underemployment, disadvantage, and alienation from society which are characteristics of the population the program serves.

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<sup>5</sup> Levine, op. cit., p. 6.

APPENDIX A  
PROJECTS APPROVED  
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TABLE I NYTA Multioccupational Projects Approved: Fiscal 1973

## UMBRELLA

AGENCY DATA		COURSE DATA				COST	
TRAINING AGENCY	NUMBER CLUSTERS	NUMBER SPECIFICS	NUMBER PREVOCA-TIONAL SLOTS	NUMBER SPECIFIC SLOTS	(A) (EDUCATION) BASE FUNDING	(B) (LABOR) BASE FUNDING	(C) ADMINIS- TRATION AND COUNSELING (EDUCATION)
A. Board of Education	3	11	NA	411	\$ 94,304	\$ 47,213	\$ 242,689
B. Link Driving School	-	1	NA	19*	NA	NA	NA
C.							
D.							
E.							
PROJECT TOTALS	3	15	NA	411	\$ 94,304	\$ 47,213	\$ 242,689

\*Included in Automotive Services

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUB-PROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-001	Albany Skills Center	Not Clustered	Employability Orientation w/Basic Education
-002	Albany Skills Center	Automotive Services & Internal Combustion Engine Repair	Automobile Mechanic Service Station Mechanic Gasoline Engine Repairman Service Station Attendant Driver Education
-002-A	Link Driving School		
-003	Albany Skills Center	Office Occupations	Stenographer Clerk/Typist Clerk, General Office
-004	Albany Skills Center	Food Services	Cook Cook, Short Order Pantryman/Girl

COMMUNITY Albany

## SUMMARY

PROJECT NO. NY (01) 3006-000

## DATA

(D) PREVOCA- TIONAL TRAINING	(E) OCCUPA- TIONAL TRAINING	(F) EDUCATION TOTAL (A + C + D + E)	(G) LABOR (ALLOW- ANCES)	(H) LABOR TOTAL (B + G)	(J) PROJECT TOTAL (F + H)
NA	\$ 333,331* 2,109 *Includes \$39,654 Basic Education	\$ 670,324 2,109	\$ 420,560 Labor Cost Not Broken Down	\$ 467,773 Labor Cost Not Broken Down	\$ 1,136,097 2,109
NA	\$ 335,440	\$ 672,433	\$ 420,560	\$ 467,773	\$ 1,140,206

## MULTIOCCUPATIONAL UMBRELLA

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B + C)
1778	60	\$ .76	\$ 20,302	\$ 40,704	\$ 67,012
1778	60	1.42	41,245	42,143	81,797
1778	19	7.93	2,109	Allowances for 002-A not broken down	2,109
1778	124	1.03	62,320	124,346	192,666
1778	34	1.60	20,033	16,416	38,449
*Exclusive of Base Funding and A and C Cost Factor					

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUBPROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-005	Albany Skills Center	Not Clustered	Mechanic Industrial Truck
-006	Albany Skills Center	Not Clustered	Nurse, Licensed Practical
-007	Albany Skills Center	Not Clustered	Electric Appliance S/M (Entry) Air Condition Mechanic Entry

## MULTIOCCUPATIONAL

## UMBRELLA (CONT.)

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B & C)
1663	12	\$ 3.19	\$ 37,406	\$ 15,152	\$ 52,558
251-1772	77	1.02	88,193	123,990	212,183
1727	24	1.16	18,172	41,400	59,572
				*Exclusive of Base Funding and A and C Cost Factor	

TABLE I MDTA Multioccupational Projects Approved: Fiscal 1973

## UMBRELLA

AGENCY DATA		COURSE DATA			COST		
TRAINING AGENCY	NUMBER CLUSTERS	NUMBER SPECIFICS	NUMBER PREVOCA-TIONAL SLOTS	NUMBER SPECIFIC SLOTS	(A) (EDUCATION) BASE FUNDING	(B) (LABOR) BASE FUNDING	(C) ADMINIS- TRATION AND COUNSELING (EDUCATION)
A. Broome-Tioga County - BOCES	4	23	NA	377	\$ 71,104	\$ 43,708	\$ 140,676
B.							
C.							
D.							
E.							
PROJECT TOTALS	4	23	NA	377	\$ 71,104	\$ 43,708	\$ 140,676

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUB-PROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-001	Binghamton Skills Center	Not Clustered	Basic Education, Communication & Employment Skills
-002	Binghamton Skills Center	Clerical Occupations	Stenographer (Entry) Clerk/Typist (Entry) Clerk, General (Entry)
-003	Binghamton Skills Center	Not Clustered	Welder, Combination (Entry)
-004	Binghamton Skills Center	Automobile Mechanic (Entry)	Automobile Mechanic (Entry) Automobile Service Station Mechanic Automobile Service Station Attendant



COMMUNITY Binghamton

## SUMMARY

PROJECT NO. NY(GM)3023-000

## DATA

(D) PREVOCA- TIONAL TRAINING	(E) OCCUPA- TIONAL TRAINING	(F) EDUCATION TOTAL (A + C + D + E)	(G) LABOR (ALLOW- ANCES)	(H) LABOR TOTAL (B + G)	(J) PROJECT TOTAL (F + H)
NA	\$ 305,269*  *Includes \$46,879 Basic Education	\$ 517,049	\$ 420,850	\$ 464,558	\$ 981,607
NA	\$ 305,269	\$ 517,049	\$ 420,850	\$ 464,558	\$ 981,607

## MULTIOCCUPATIONAL UMBRELLA

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B + C)
1584	50	\$ .61	\$ 13,964	\$ 27,578	\$ 41,542
1584	60	.76	34,472	65,850	100,322
1584	33	.92	22,915	47,877	70,792
1584	37	1.06	23,681	38,492	62,173
*Exclusive of Base Funding and A and C Cost Factor					

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUBPROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-005	Binghamton Skills Center	Food Preparation Service	Cook (Entry) Cook, Short Order Kitchen Helper Waiter/Waitress, Formal (Entry)
-006	Binghamton Skills Center	Not Clustered	Used Car Renovator
-007	Binghamton Skills Center	Not Clustered	Automobile Body Repairman
-008	Binghamton Skills Center	Air Conditioning Mechanic Domestic (Entry)	Electrical Refrigeration Serviceman (Entry) Air Conditioning Mechanic Domestic (Entry)
-010	Binghamton Skills Center	Not Clustered	Furniture Upholsterer (Entry)
-011	Binghamton Skills Center	Not Clustered	Maintenance Man, Building
-012	Binghamton Skills Center	Not Clustered	TV Service & Repairman (Entry)
-013	Binghamton Skills Center	Not Clustered	Oil Burner Installation & Serviceman (Entry)
-014	Binghamton Skills Center	Not Clustered	Carpet Layer (Entry)
-015	Binghamton Skills Center	Not Clustered	Tractor Trailer Truck Driver (Entry)
-016	Various Private Trade Schools	Not Clustered	Individual Referral

## MULTIOCCUPATIONAL

## UMBRELLA (CONT.)

COURSE LENGTH	NUMBER OF SLOTS	COST DATA			
		(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B & C)
1534	35	1.17	\$ 24,841	\$ 32,650	\$ 57,491
720	14	.92	8,750	10,860	19,610
1534	21	.31	13,577	24,580	38,157
720	15	.70	7,080	19,003	26,083
1029.6	16	.34	13,764	27,220	40,984
1534	23	.31	16,030	32,163	48,253
1534	20	1.62	23,924	36,277	55,201
700	10	1.31	14,002	15,588	29,590
547.2	12	1.34	8,812	10,564	19,376
230.3	24	2.44	16,519	10,744	27,262
NA	7	NA	16,000	26,404	42,404

\*Exclusive of Base Funding and A and C Cost Factor

TABLE 1. Multioccupational Projects Approved: Fiscal 1973

## UMBRELLA

AGENCY DATA		COURSE DATA			COST		
TRAINING AGENCY	NUMBER CLUSTERS	NUMBER SPECIFICS	NUMBER PREVOCATIONAL SLOTS	NUMBER SPECIFIC SLOTS	(A) (EDUCATION) BASE FUNDING	(B) (LABOR) BASE FUNDING	(C) ADMINIS- TRATION AND COUNSELING (EDUCATION)
A. Board of Education	1	12	NA	393	\$ 44,550	\$ 100,000	\$ 146,335
B. Anthony Driving School	1	1	NA	14*	NA	NA	NA
C.							
D.							
E.							
PROJECT TOTALS	2	20	NA	393	\$ 44,550	\$ 100,000	\$ 146,335

\*Included in Automotive Services

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUB-PROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-001	Buffalo Skills Center	Not Clustered	Employability Orientation w/Basics
-002	Buffalo Skills Center	Office Occupational w/Basics	Clerk/Typist Clerk, General File Clerk I
-003	Buffalo Skills Center	Automotive Services (Mechanical) w/Basics	Automobile Mechanic Automobile Service Mechanic I Automobile Mechanic Helper (Entry Occupations)
-003,001	Anthony Driving School		Driver Education

COMMUNITY Buffalo

## SUMMARY

PROJECT NO. NY(QM)3025-000

## DATA

(D) PREVOCATIONAL TRAINING	(E) OCCUPATIONAL TRAINING	(F) EDUCATION TOTAL (A + C + D + E)	(G) LABOR (ALLOW- ANCES)	(H) LABOR TOTAL (B + G)	(J) PROJECT TOTAL (F + H)
NA	\$ 233,945 1,190 *Includes \$29,661 Basic Education	\$ 424,830 1,190 *Includes \$8,599 Local Matching Funds	\$ 363,512 Labor Cost not broken down	\$ 463,512 Labor Cost not broken down	\$ 888,342 1,190
NA	\$ 235,135	\$ 426,020	\$ 363,512	\$ 463,512	\$ 889,532

## MULTIOCCUPATIONAL UMBRELLA

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B + C)
1296	152	\$ .78	\$ 15,214	\$ 36,075	\$ 51,289
1296	60	.84	21,742	49,062	70,804
1296	60	.82	20,923	45,708	66,631
12	14	7.09	1,190	Allowances for 003,004 not broken down	1,190
*Exclusive of Base Funding and A and C Cost Factor					

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUBPROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-004	Buffalo Skills Center	Automotive Services (Body) w/Basics	Automobile Body Repairman Painter, Automobile Painter Helper, Automobile (Entry Occupations)
-005	Buffalo Skills Center	Welding w/Basics	Welder, Combination Welder, Arc Welder, Gas (Entry Occupations)
-006	Buffalo Skills Center	Not Clustered	Cook, w/Basics
-007	Buffalo Skills Center	Not Clustered	Nurse Aide/Orderly
-008	Buffalo Skills Center	Not Clustered	English as a Second Language
-009	Buffalo Skills Center	Not Clustered	Vending Machine Repairman
-010	Buffalo Skills Center	Not Clustered	Teller, Bank
-012	Buffalo Skills Center	Not Clustered	Production Machine Operator

## MULTIOCCUPATIONAL

## UMBRELLA (CONT.)

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B & C)
1296	40	\$ .98	\$ 19,722	\$ 35,997	\$ 55,719
1296	74	.86	26,823	60,294	87,117
1296	40	1.27	24,774	36,465	61,239
144- 280.8	50	1.11	14,362	18,116	32,478
1296	36	1.29	20,137	26,871	47,008
849.6	15	1.48	16,164	19,900	36,064
684	15	1.00	12,813	15,920	28,733
813.6	15	1.10	11,610	19,104	30,714
				*Exclusive of Base Funding and A and C Cost Factor	

TABLE I MDTA Multioccupational Projects Approved: Fiscal 1973

## UMBRELLA

AGENCY DATA		COURSE DATA			COST		
TRAINING AGENCY	NUMBER CLUSTERS	NUMBER SPECIFICS	NUMBER PREVOCATIONAL SLOTS	NUMBER SPECIFIC SLOTS	(A) (EDUCATION) BASE FUNDING	(B) (LABOR) BASE FUNDING	(C) ADMINIS- TRATION AND COUNSELING (EDUCATION)
A. Vocational Education & Extension Board B. C. D. E.	3	13	NA	318	\$ 75,603	\$ 65,000	\$ 121,597*  *Includes \$91,722 Matching Funds
PROJECT TOTALS	3	13	NA	318	\$ 75,603	\$ 65,000	\$ 121,597

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUB-PROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-001	Vocational Education & Extension Board	Not Clustered	Basic Education & Employability Orientation
-002	Vocational Education & Extension Board	Not Clustered	Basic Education for Non-English Speaking Persons
-003	Vocational Education & Extension Board	Not Clustered	Basic Education for Non-English Speaking Persons
-004	Vocational Education & Extension Board	Automotive Service & Engine Repair	Auto Mechanic Small Gas Engine Repair Auto Service Station Mechanic
-005	Vocational Education & Extension Board	Automotive Services (Body)	Auto Body Repair Metal Finisher Painter, Spray I



COMMUNITY Nassau County

## SUMMARY

PROJECT NO. NY(QM)3019-000

## DATA

(D) PREVOCA- TIONAL TRAINING	(E) OCCUPA- TIONAL TRAINING	(F) EDUCATION TOTAL (A + C + D + E)	(G) LABOR (ALLOW- ANCES)	(H) LABOR TOTAL (B + G)	(J) PROJECT TOTAL (F + H)
NA	\$ 219,652*  *Includes \$22,714 Basic Education	\$ 416,852*  *Includes \$91,722 Local Funds	\$ 370,320	\$ 435,820	\$ 940,637
NA	\$ 219,652	\$ 416,852	\$ 370,820	\$ 435,820	\$ 940,637

## MULTIOCCUPATIONAL UMBRELLA

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B + C)
1785.6	90	\$ .83	\$ 42,650	\$ 88,660	\$ 136,995
1735.6	40	.67	15,992	42,380	56,216
1735.6	40	.77	18,393	42,380	60,532
1692	35	1.12	34,846	47,775	84,958
1692	40	.71	24,060	47,775	75,039
*Exclusive of Base Funding and A and C Cost Factor					

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUBPROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-006	Vocational Education & Extension Board	Heat & Air Conditioning Services	Heating & Air Conditioning Serviceman Air Conditioning Mechanic (Domestic) Oil Burner Installation & Serviceman
-007	Vocational Education & Extension Board	Not Clustered	Household Appliance Repair

## MULTIOCCUPATIONAL

## UMBRELLA (CONT.)

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B & C)
1692	38	\$ .79	\$ 32,178	\$ 51,450	\$ 83,628
1656	35	.90	28,819	50,400	79,986
*Exclusive of Base Funding and A and C Cost Factor					

TABLE I MDTA Multioccupational Projects Approved: Fiscal 1973

## UMBRELLA

AGENCY DATA		COURSE DATA				COST		
TRAINING AGENCY	NUMBER CLUSTERS	NUMBER SPECIFICS	NUMBER - PREVOCATIONAL SLOTS	NUMBER SPECIFIC SLOTS	(A) (EDUCATION) BASE FUNDING	(B) (LABOR) BASE FUNDING	(C) ADMINIS- TRATION AND COUNSELING (EDUCATION)	
A. Board of Education	3	6	1641	1275	\$ 803,668	\$ 696,332	\$ 348,780	
Apex Tech. School	-	1	NA	30	NA	NA	NA	
B. Robert Trade & Tech	-	1	NA	60	NA	NA	NA	
C. Monroe Bus. Inst.	-	1	NA	15	NA	NA	NA	
Adelphi Bus. School	-	1	NA	15	NA	NA	NA	
D. Drake Bus. School	-	1	NA	15	NA	NA	NA	
E. Plaza Bus. School	-	1	NA	15	NA	NA	NA	
Individual	-	NA	NA	275	NA	NA	NA	
PROJECT TOTALS	3	12	1641	1700	\$ 803,668	\$ 696,332	\$ 348,780	

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUB- PROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-001	New York City Skills Center	Not Clustered	Orientation & Occupational Exploration
-002	New York City Skills Center	Not Clustered	Pre-Vocational Carryovers Only
-003	New York City Skills Center	Automotive-Skills Cluster	Auto Service Station Mechanic Auto Tune-Up Man Auto Front End Man Auto Service Station Attendant
-004	New York City Skills Center	Business Cluster	Typist Stenographer Teller Bookkeeping Machine Operator I Clerk, General

COMMUNITY New York City

## SUMMARY

PROJECT NO. NY(QM)3031-000

## DATA

(D) PREVOCATIONAL TRAINING	(E) OCCUPATIONAL TRAINING	(F) EDUCATION TOTAL (A + C + D + E)	(G) LABOR (ALLOW- ANCES)	(H) LABOR TOTAL (B + G)	(J) PROJECT TOTAL (F + H)
NA	\$ 1,456,354	\$ 2,608,802	\$ 2,162,970	\$ 2,859,302	\$ 5,946,433*
NA	75,537	75,537	51,060	51,060	126,597
NA	131,093	131,093	162,000	162,000	293,093
NA	33,480	33,480			
NA	34,344	34,344	(163,800)**	(163,800)**	(298,368)**
NA	34,344	34,344			
NA	32,400	32,400	786,250	786,250	1,336,250
NA	550,000	550,000			
NA	\$ 2,347,552	\$ 3,500,000	\$ 3,326,080	\$ 4,022,402	\$ 8,000,741

\* Includes \$478,329 Matching

## MULTIOCCUPATIONAL UMBRELLA

\*\* Labor Cost not broken down for Business  
Schools

## COST DATA

COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT (B + C)
1332	1295	\$ 2.06	\$ 298,285	\$ 414,400	\$ 712,685
1332	346	2.06	84,456	110,720	195,176
1332	282	2.06	264,054	391,134	655,188
1332	401	2.06	354,262	533,330	887,592

\*Exclusive of Base Funding and A  
and C Cost Factor

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUBPROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-005	New York City Skills Center	Repair & Maintenance	Maintenance Man Building Electrical-Appliance Serviceman Office Machine Serviceman Refrigeration Mechanic
-006	New York City Skills Center	Not Clustered	Swiss Screw Machine Operator
-007 (A)	Monroe Business Institute	Not Clustered	Stenographer
-007 (B)	Drake Business School	Not Clustered	Stenographer
-007 (C)	Adelphi Business Schools	Not Clustered	Stenographer
-007 (D)	Plaza Business Schools	Not Clustered	Stenographer
-008	New York City Skills Center	Not Clustered	Bank Teller
-009	New York City Skills Center	Not Clustered	Duplicating Machine Operator
-010	New York City Skills Center	Not Clustered	Production Machine Operator
-011	New York City Skills Center	Not Clustered	Metal Fabricator

## MULTIOCCUPATIONAL

## UMBRELLA (CONT.)

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B & C)
1332	226	\$ 2.06	\$ 195,527	\$ 322,050	\$ 517,577
1332	4	2.06	3,246	5,236	8,482
1440	15	1.55	33,480	163,800 (Allowances for -007(A) not broken down.)	298,368
1440	15	1.59	34,344	163,800 (Allowances for -007(B) not broken down.)	298,368
1440	15	1.59	34,344	163,800 (Allowances for -007(C) not broken down.)	298,368
1440	15	1.50	32,400	163,800 (Allowances for -007(D) not broken down.)	298,368
1332	40	2.06	33,617	50,400	84,017
1332	67	2.06	56,268	84,420	140,688
1332	37	2.06	32,462	50,616	83,078
1332	64	2.06	54,104	81,792	135,896
*Exclusive of Base Funding and A and C Cost Factor					

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUBPROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-012	Apex Technical School	Not Clustered	Refrigeration & Air Condition- ing Mechanic
-013	New York City Skills Center	Not Clustered	Wookworking Machine Operator
-014	New York City Skills Center	Not Clustered	TV Service & Repair
-015	Roberts Technical & Trade School	Not Clustered	Auto Body Repairman
-016	Various Training Agencies	Not Clustered	Individual Referral



## MULTIOCCUPATIONAL

## UMBRELLA (CONT.)

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B & C)
770	30	\$ 3.27	\$ 75,537	\$ 51,060	\$ 126,597
1332	44	2.06	37,872	52,272	90,144
1332	50	2.06	42,201	66,600	108,801
1440	60	2.06	131,093	162,000	293,093
1560	275	2.06	550,000	786,250	1,336,250
				*Exclusive of Base Funding and A and C Cost Factor	

TABLE 1 MDTA Multioccupational Projects Approved: Fiscal 1973

## UMBRELLA

AGENCY DATA		COURSE DATA			COST		
TRAINING AGENCY	NUMBER CLUSTERS	NUMBER SPECIFICS	NUMBER - PREVOCA-TIONAL SLOTS	NUMBER SPECIFIC SLOTS	(A) (EDUCATION) BASE FUNDING	(B) (LABOR) BASE FUNDING	(C) ADMINIS- TRATION AND COUNSELING (EDUCATION)
A. Board of Education	4	17	NA	333	\$ 85,089	\$ 70,950	\$ 413,983*
B.							*Includes \$228,684 Local Matching
C.							
D.							
E.							
PROJECT TOTALS	4	17	NA	333	\$ 85,089	\$ 70,950	\$ 413,983

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUB-PROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-001	Rochester Skills Center	Not Clustered	Employability Orientation
-002	Rochester Skills Center	Not Clustered	English as a Second Language
-003	Rochester Skills Center	Welding Occupations w/Basics	Welder, Combination Flame Cutting Machine Operator Flame Cutter, Hand
-004	Rochester Skills Center	Not Clustered	Nurse Aide w/Basics
-005	Rochester Skills Center	Machine Occupations w/Basics	Machine Set-up Operator Production Machine Operator Drill Press Operator Prod.

COMMUNITY Rochester

## SUMMARY

PROJECT NO. NY(QM)3016-000

## DATA

(D) PREVOCATIONAL TRAINING	(E) OCCUPATIONAL TRAINING	(F) EDUCATION TOTAL (A + C + D + E)	(G) LABOR (ALLOW- ANCES)	(H) LABOR TOTAL (B + G)	(J) PROJECT TOTAL (F + H)
NA	\$ 263,762*  *Includes \$46,744 Basic Education	\$ 762,834*  *Includes \$228,684 Local Funds	\$ 320,530	\$ 391,480	\$ 1,154,314
NA	\$ 263,762	\$ 762,834	\$ 320,530	\$ 391,480	\$ 1,154,314

## MULTIOCCUPATIONAL UMBRELLA

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B + C)
1832	80	\$ 1.19	\$ 34,847	\$ 44,448	\$ 79,295
1832	36	1.17	25,830	35,181	61,014
1832	33	1.17	25,713	38,160	63,873
441-413	35	1.15	17,406	22,594	40,000
1832	33	1.22	24,557	35,040	59,597
*Exclusive of Base Funding and A and C Cost Factor					

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUBPROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-006	Rochester Skills Center	Auto Service w/Basics	Automobile Mechanic (Entry) Automobile Service Station Mechanic Automobile Service Station Attendant
-007	Rochester Skills Center	Clerical Occupations w/Basics	Secretary Stenographer Accounting Clerk Clerk/Typist Clerk, General

## MULTIOCCUPATIONAL

## UMBRELLA (CONT.)

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B & C)
1332	30	\$ 1.34	\$ 24,533	\$ 29,424	\$ 53,957
1332	130	.33	64,132	115,680	179,812
*Exclusive of Base Funding and A and C Cost Factor					

TABLE I NWEA Multioccupational Projects Approved: Fiscal 1973

## UMBRELLA

AGENCY DATA		COURSE DATA			COST		
TRAINING AGENCY	NUMBER CLUSTERS	NUMBER SPECIFICS	NUMBER PREVOCATIONAL SLOTS	NUMBER SPECIFIC SLOTS	(A) (EDUCATION) BASE FUNDING	(B) (LABOR) BASE FUNDING	(C) ADMINISTRATION AND COUNSELING (EDUCATION)
A. Board of Education	4	16	NA	332	\$ 95,100	\$ 75,205	\$ 355,804*
B.							*Includes
C.							\$135,681
D.							Local
E.							Matching
PROJECT TOTALS	4	16	NA	332	\$ 95,100	\$ 75,205	\$ 355,804

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUB-PROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-001	Syracuse Skills Center	Automotive Occupations w/Basics	Auto Body Repairman, Metal Helper Auto Mechanic Auto Service Mechanic I Auto Service Station Attendant
-002	Syracuse Skills Center	Metal Machining w/Basics	Production Machine Operator Machine Operator II Grinder, Operator, General
-003	Syracuse Skills Center	Welding Occupations w/Basics	Welding, Combination Welding, Arc Welding, Gas
-004	Syracuse Skills Center	Clerical Occupations w/Basics	Clerk/Typist Accounting Clerk Clerk, General

COMMUNI-

Syracuse

## SUMMARY

PROJECT NO. NY(91)3012-000

## DATA

(D) PREVOCATIONAL TRAINING	(E) OCCUPATIONAL TRAINING	(F) EDUCATION TOTAL (A + C + D + E)	(G) LABOR (ALLOW- ANCES)	(H) LABOR TOTAL (B + G)	(J) PROJECT TOTAL (F + H)
NA	\$ 199,353*  *Includes \$47,920 Basic Education	\$ 650,257*  *Includes \$135,601 Local Funds	\$ 305,871	\$ 381,876	\$ 1,032,133
NA	\$ 199,353	\$ 650,257	\$ 305,871	\$ 381,876	\$ 1,032,133

## MULTIOCCUPATIONAL UMBRELLA

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B + C)
1823	115	\$ .76	\$ 35,596	\$ 93,236	\$ 131,834
1823	60	.76	18,091	42,536	60,627
1823	60	.90	21,355	40,196	61,551
1823	77	.66	20,332	53,092	73,424
*Exclusive of Base Funding and A and C Cost Factor					

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUBPROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-005	Syracuse Skills Center	Not Clustered	Nurse Aide/Orderly w/Basics
-006	Syracuse Skills Center	Not Clustered	Nurse, Licensed Practical w/Basics
-007	Syracuse Skills Center	Not Clustered	Basic Education, Communication Skills, Employment Orientation & E.S.L.



## MULTIOCCUPATIONAL

## UMBRELLA (CONT.)

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B & C)
294-259	48	\$ 1.13	\$ 14,532	\$ 24,004	\$ 38,536
1701	10	1.73	29,368	28,496	57,864
878	45	.70	9,157	24,111	33,268
*Exclusive of Base Funding and A and C Cost Factor					

TABLE I MDTA Multioccupational Projects Approved: Fiscal 1973

## UMBRELLA

AGENCY DATA		COURSE DATA			COST		
TRAINING AGENCY	NUMBER CLUSTERS	NUMBER SPECIFICS	NUMBER PREVOCATIONAL SLOTS	NUMBER SPECIFIC SLOTS	(A) (EDUCATION) BASE FUNDING	(B) (LABOR) BASE FUNDING	(C) ADMINIS- TRATION AND COUNSELING (EDUCATION)
A. Board of Education	6	27	NA	426	\$ 77,149	\$ 46,000	\$ 196,784
B.							
C.							
D.							
E.							
PROJECT TOTALS	6	27	NA	426	\$ 77,149	\$ 46,000	\$ 196,784

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUB-PROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-001	Utica Skills Center	Automotive Repair Body w/Basics	Auto Body Repairman Metal Finisher Painter, Spray I
-002	Utica Skills Center	Automotive Repair, Mechanic w/Basics	Automobile Mechanic Auto Service Station Mechanic I Auto Service Station Attendant
-003	Utica Skills Center	Clerical Occupations w/Basics	Clerk, General Billing Clerk II File Clerk I
-004	Utica Skills Center	Cooking Occupations w/Basics	Cook Cook, Short Order Kitchen Helper

COMMUNITY Utica

## SUMMARY

PROJECT NO. NY(QM)3001-000

## DATA

(D) PREVOCA- TIONAL TRAINING	(E) OCCUPA- TIONAL TRAINING	(F) EDUCATION TOTAL (A + C + D + E)	(G) LABOR (ALLOW- ANCES)	(H) LABOR TOTAL (B + G)	(J) PROJECT TOTAL (F + H)
NA	\$ 256,122*  *Includes \$57,479 Basic Education	\$ 530,055	\$ 389,659	\$ 435,659	\$ 965,714
NA	\$ 256,122	\$ 530,055	\$ 389,659	\$ 435,659	\$ 965,714

## MULTIOCCUPATIONAL UMBRELLA

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B + C)
1785.6	39	\$ .82	\$ 18,960	\$ 45,436	\$ 64,396
1785.6	39	.87	20,132	45,780	65,912
1785.6	36	.73	15,971	34,808	50,779
1785.6	39	.83	20,365	48,128	68,493
*Exclusive of Base Funding and A and C Cost Factor					

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUBPROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-005	Utica Skills Center	Not Clustered	Employability Orientation
-006	Utica Skills Center	Not Clustered	English as a Second Language
-007	Utica Skills Center	Not Clustered	Household Appliance R/M w/Basics
-008	Utica Skills Center	Not Clustered	Offset Duplicating Machine Operator/Varietyper
-009	Utica Skills Center	Not Clustered	Nurse Aide/Orderly w/Basics
-010	Utica Skills Center	Production Machine Occupations w/Basics	Production Machine Operator Engine Lathe Set-up Operator Drill Press Set-up Operator
-011	Utica Skills Center	Not Clustered	Sales Clerk w/Basics
-012	Utica Skills Center	Not Clustered	TV Service & Repairman w/Basics
-013	Utica Skills Center	Not Clustered	Tractor Trailer Truck Driver w/Basics
-014	Utica Skills Center	Not Clustered	Waiter/Waitress w/Basics
-015	Utica Skills Center	Welding Occupations w/Basics	Welder, Combination Welder, Tack Flame Cutter, Hand

## MULTIOCCUPATIONAL

## UMBRELLA (CONT.)

COURSE LENGTH	NUMBER OF SLOTS	COST DATA			
		(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B & C)
98-105	50	\$ 1.09	\$ 5,436	\$ 8,220	\$ 13,656
1295	24	.86	11,686	16,809	28,495
892.8	13	.62	7,151	18,480	25,631
510- 514.4	28	.78	11,867	25,316	37,183
331.2- 338.1	28	.64	5,927	15,300	21,227
914.1	13	.94	10,010	21,288	31,298
273.6- 230.8	26	.62	4,394	11,128	15,522
1137.6	14	.90	14,124	30,882	45,006
273.6- 208	40	3.02	33,624	19,156	52,780
280.8	13	.82	2,907	5,864	8,771
1785.6	39	.70	16,089	43,064	59,153

\*Exclusive of Base Funding and A and C Cost Factor

TABLE I MDTA Multioccupational Projects Approved: Fiscal 1973

## UMBRELLA

AGENCY DATA		COURSE DATA				COST		
TRAINING AGENCY	NUMBER CLUSTERS	NUMBER SPECIFICS	NUMBER PREVOCA-TIONAL SLOTS	NUMBER SPECIFIC SLOTS	(A) (EDUCATION) BASE FUNDING	(B) (LABOR) BASE FUNDING	(C) ADMINIS- TRATION AND COUNSELING (EDUCATION)	
A. Board of Education	7	28	NA	269	\$ 66,416	\$ 43,098	\$ 395,760*	
B.							*Includes \$246,582 Local Matchin.	
C.								
D.								
E.								
PROJECT TOTALS	7	28	NA	269	\$ 66,416	\$ 43,098	\$ 395,760	

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUB-PROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-001	White Plains Skills Center	Clerical Occupations w/Basic Ed.	Clerk/Typist Typist (Transcribing Machine Operator) Clerk, General
-002	White Plains Skills Center	Food Services w/Basic Ed.	Cook Cook, Short Order Cook, Helper Counterman/Girl Waiter/Waitress Kitchen Helper
-003	White Plains Skills Center	Production Machine Operator w/Basic Ed.	Production Machine Operator Drill Press Operator Production Milling Machine Operator, Prod. Lathe Operator, Production Trinder Operator, Production

COMMUNITY White Plains

## SUMMARY

PROJECT NO. NY(GM)3022-000

## DATA

(D) PREVOCATIONAL TRAINING	(E) OCCUPATIONAL TRAINING	(F) EDUCATION TOTAL (A + C + D + E)	(G) LABOR (ALLOWANCES)	(H) LABOR TOTAL (B + G)	(J) PROJECT TOTAL (F + H)
NA	\$ 279,051*  *Includes \$55,546 Basic Education	\$ 741,227*  *Includes \$246,582 Local Matching	\$ 315,811	\$ 358,909	\$ 1,100,136
NA	\$ 279,051	\$ 741,227	\$ 315,811	\$ 358,909	\$ 1,100,136

## MULTIOCCUPATIONAL UMBRELLA

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B + C)
1534	100	\$ .71	\$ 51,405	\$ 108,193	\$ 159,598
1677.6	25	1.42	24,855	22,217	47,072
1677.6	25	1.12	19,611	19,899	39,510
*Exclusive of Base Funding and A and C Cost Factor					

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUBPROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-004	White Plains Skills Center	Auto Body Repair w/Basic Ed.	Automobile Body Repairman, Combination Automobile Body Repairman, Helper, Metal Painter, Automobile Painter Helper, Automobile
-005	White Plains Skills Center	Automotive Repair w/Basic Ed.	Automobile Mechanic Auto Service Station Mechanic Auto Service Station Attendant
-006	White Plains Skills Center	Electronics & Electronics Orientation w/Basic Ed.	Electronic Mechanic Inspector, Subassemblies Electronic Assembler
-007	White Plains Skills Center	Not Clustered	Nurse, Licensed Practical w/Basic Ed.
-008	White Plains Skills Center	Health Service Occupations	Home Attendant Nurse Aide Orderly



## MULTIOCCUPATIONAL

## UMBRELLA (CONT.)

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B & C)
1677.6	20	\$ 1.46	\$ 21,259	\$ 18,070	\$ 39,329
1677.6	35	1.60	27,831	55,359	83,190
1677.6	20	.87	19,045	25,759	44,804
1624	24	1.39	50,249	56,734	106,983
315	20	1.47	9,250	9,580	18,830
*Exclusive of Base Funding and A and C Cost Factor					

**TABLE II** Regular Projects Approved: Fiscal 1973

COMMUNITY AND TRAINING AGENCY	PROJECT NUMBER	MT-1 NUMBER	COURSE
			OCCUPATIONAL OR COURSE TITLE
Utica - Board of Education	NY(P)3003	5354	Nurse, Licensed Practical (Upgrade)
Utica - Board of Education	NY(R)3004	5356	Nurse, Licensed Practical
Troy - BOCES	NY(R)3005	6290	Nurse, Licensed Practical
Hempstead - Adelphi Business Schools	NY(R)3007	5899	Clerk/Typist
Rome - Mohawk Valley Community College	NY(TR)3009	5358	Air Conditioning & Refrigeration Mechanic
Rome - Mohawk Valley Community College	NY(TR)3010	5357	Household Appliance Repairman (Entry)
Patchogue - Suffolk County #2 BOCES	NY(R)3011	5897	Clerk/Typist w/basics
Syracuse - Board of Education	NY(P)3013	5478	Nurse, Licensed Practical (Upgrade)
Syracuse - Board of Education	NY(P)3014	5479	Welder, Combination (Upgrade)
Hempstead - Rehabilita- tion Institute	NY(R)3017	5896	Steno, Bookkeeper, Stock Clerk, Chassis Assembler
Bay Shore - Suffolk County #3 BOCES - Lewis A. Wilson Technological College	NY(B)3020	5895	Basic Education for Non-English Speaking Persons
Poughkeepsie - Board of Education	NY(R)3024	6291	Nurse, Licensed Practical
New York City - Board of Education	NY(R)3026	4112	Nurse, Licensed Practical

DATA		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR	(B) EDUCATION TOTAL	(C) LABOR TOTAL	(D) PROJECT TOTAL (B & C)
1216 Min. 1256 Max.	20	\$ 1.46	\$ 36,206	\$ 7,110	\$ 43,646
1330	10	1.46	19,361	22,960	41,921
1407	24	1.33	44,937	79,200	124,137
1040	45	1.67	78,156	71,205	149,361
300	15	1.13	5,100	NA	5,100
300	15	1.11	5,000	NA	5,000
1130.4	60	1.85	125,696	126,000	251,696
1342	24	1.28	41,139	12,200	53,339
98	30	3.25	9,495	1,500	10,995
455	50	2.23	50,750	40,885	91,635
1756.8	30	1.60	41,966	50,700	92,666
1414	18	1.83	46,475	52,884	99,359
1540	30	1.28	59,030	94,608	153,638

TABLE

COMMUNITY AND TRAINING AGENCY	PROJECT NUMBER	MT-1 NUMBER	COURSE
			OCCUPATIONAL OR COURSE TITLE
Bay Shore - Suffolk County #3 BOCES	NY(R)3027	5898	Auto Body Repair
Bay Shore - Island Drafting & Technical Institute, Amityville	NY(R)3028	7840	Household Appliance Repair
Bay Shore - Island Drafting & Technical Institute, Amityville	NY(R)3029	7843	Electronic Assembler
Ogdensburg - Board of Cooperative Educational Services	NY(R)3030	5362	Nurse, Licensed Practical
N.Y.C. - Union Settlement Assoc. Training School	NY(R)3032	4034	Medical Transcriptionist
N.Y.C. Police Academy of the N.Y.C. Police Department	NY(R)3033	4002	Law Enforcement
N.Y.C. - AIRCO Training Center	NY(R)3034	4018	Welding Occupations
Riverhead - Suffolk #1 BOCES	NY(R)3035	7842	Auto Mechanic/Small Gas Engine Repair
Bay Shore - SUNY Farming- dale - Fitzgerald's Driving School	NY(R)3036	7844	Auto Mechanic/Small Gas Engine Repair
Riverhead - Suffolk County #1 BOCES	NY(B)3037	7841	Adult Education & Employability

DATA		COST DATA			
COURSE LENGTH (HOURS PER TRAINEE)	NUMBER OF SLOTS	(A) PER TRAINEE HOUR	(B) EDUCATION TOTAL	(C) LABOR TOTAL	(D) PROJECT TOTAL (B & C)
1447.5	30	\$3.08	\$ 67,098* *Includes \$1,700 Driver Education	\$ 34,300	\$ 101,398
1096	30	1.21	39,600	49,126	88,726
600	36	1.00	21,600	26,016	47,616
1200	20	2.02 w/m 1.80wo/m	48,625* *Includes \$5,250 Local Matching	11,520	60,145
1281- 1295	20	1.55	40,015	45,240	85,255
1190	100	.90	107,091	222,250	329,341
520	45	4.43	103,500	40,365	143,865
1816	30	1.31	74,797	53,250	128,047
2080	30	2.89	77,405 *Includes \$1,360 Driver Training **Includes \$84,902 Local Matching	43,680	205,937
2040	36	2.29	76,120	42,330	118,450

TABLE

COMMUNITY AND TRAINING AGENCY	PROJECT NUMBER	MT-1 NUMBER	COURSE
			OCCUPATIONAL OR COURSE TITLE
N.Y.C. - Educational Broadcasting Corp.	NY(R)3038	4001	Television & Filmmaking
Amsterdam - BOCES/ Hamilton, Fulton, Mont- gomery Counties	NY(P)3039	5366	Nurse, Licensed Practical (Upgrade)
Elmira - Schuyler, Chemung, Tioga BOCES	NY(R)3040	6798	Nurse, Licensed Practical
Hicksville - Grumman Aerospace Training Center	NY(R)3041	7837	Elec. Power Engineer
Hempstead - Nassau County VEEB	NY(R)3043	7836	Licensed Practical Nurse
N.Y.C. - Harlem Prepar- atory School, Inc. *	NY(R)3042	4163	Environmental Aide
N.Y.C. - Union Settlement Association Training School *	NY(R)3045	4176	Medical Transcription
*Funded letters not yet received.			

DATA		COST DATA			
COURSE LENGTH (HOURS PER TRAINEE)	NUMBER OF SLOTS	(A) PER TRAINEE HOUR	(B) EDUCATION TOTAL	(C) LABOR TOTAL	(D) PROJECT TOTAL (B & C)
320	50	\$6.50	\$ 104,060	\$ 7,200	\$ 111,260
1260	24	1.32	40,000	8,316	48,316
1463	20	1.62	47,252	63,900	111,152
650	30	3.50	68,300	63,990	132,290
1575	21	1.46	48,300	67,500	115,800
936	20	1.60	30,000	35,000	65,000
1288	15	1.69	32,631	37,927	70,558

## TABLE III - A Section 291 Correctional Institution Projects Approved: Fiscal 1973

## UMBRELLA

AGENCY DATA		COURSE DATA				COST	
TRAINING AGENCY	NUMBER CLUSTERS	NUMBER SPECIFICS	NUMBER PREVOCATIONAL SLOTS	NUMBER SPECIFIC SLOTS	(A) (EDUCATION) BASE FUNDING	(B) (LABOR) BASE FUNDING	(C) ADMINIS- TRATION AND COUNSELING (EDUCATION)
A. Board of Education	-	3	NA	100	Not Included	Not Included	\$ 99,677
B. Individual	-	1	NA	35	NA	NA	NA
C.							
D.							
E.							
PROJECT TOTALS	-	4	NA	135	Not Included	Not Included	\$ 99,677

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUB- PROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-002	Rikers Island Correctional Facility	Not Clustered	Woodworking Machine Operator
-003	Rikers Island Correctional Facility	Not Clustered	Metal Fabricator I
-005	Rikers Island Correctional Facility	Not Clustered	Auto Service Mechanic
-006	Various Adult Training Centers	Not Clustered	Individual Referral



COMMUNITY New York City

## SUMMARY

PROJECT NO. NY(E)3202-000

## DATA

(D) PREVOCA- TIONAL TRAINING	(E) OCCUPA- TIONAL TRAINING	(F) EDUCATION TOTAL (A + C + D + E)	(G) LABOR (ALLOW- ANCES)	(H) LABOR TOTAL (B + G)	(J) PROJECT TOTAL (F + H)
NA	\$ 170,945*	\$ 270,622	\$ 72,400	\$ 72,400	\$ 343,022
NA	NA	NA	46,160	46,160	46,160
	*Includes \$62,646 Basic Education				
NA	\$ 170,945	\$ 270,622	\$ 118,560	\$ 118,560	\$ 389,182

## MULTIOCCUPATIONAL UMBRELLA

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B + C)
870	30	\$ .59	\$ 20,197	\$ 18,000	\$ 38,197
1170	30	.64	22,361	24,000	46,361
1140	40	1.21	65,741	30,400	96,141
612	35	NA	NA	46,160	46,160

\*Exclusive of Base Funding and A  
and C Cost Factor

TABLE IV ITCA TEA Projects Approved: Fiscal 1973

## UMBRELLA

AGENCY DATA		COURSE DATA				COST		
TRAINING AGENCY	NUMBER CLUSTERS	NUMBER SPECIFICS	NUMBER PREVOCATIONAL SLOTS	NUMBER SPECIFIC SLOTS	(A) (EDUCATION) BASE FUNDING	(B) (LABOR) BASE FUNDING	(C) ADMINIS- TRATION AND COUNSELING (EDUCATION)	
A. Board of Education	-	5	NA	100	NA	NA	NA	
B. Individual	-	1	NA	200	NA	NA	NA	
C.								
D.								
E.								
PROJECT TOTALS	-	6	NA	600	NA	NA	NA	

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUB-PROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-001	Various Private Trade Schools	Not Clustered	Individual Referral
-002	Utica Skills Center	Not Clustered	Stenographer (Entry)
-003	Utica Skills Center	Not Clustered	Nurse Aide/Orderly w/basics
-004	Utica Skills Center	Not Clustered	Nurse, Licensed Practical
-005	Utica Skills Center	Not Clustered	Maintenance Man Building
-006	Utica Skills Center	Not Clustered	Baker w/basics

COMMUNITY Utica

## SUMMARY

PROJECT NO. NY(GM)3008-000

## DATA

(D) PREVOCATIONAL TRAINING	(E) OCCUPATIONAL TRAINING	(F) EDUCATION TOTAL (A + C + D + E)	(G) LABOR (ALLOWANCES)	(H) LABOR TOTAL (B + G)	(J) PROJECT TOTAL (F + H)
NA	NA	\$ 171,600	\$ 91,900	\$ 91,900	\$ 263,500
NA	NA	171,600	66,300	66,300	237,900
NA	NA	\$ 33,200	\$ 158,200	\$ 158,200	\$ 501,400

## MULTIOCCUPATIONAL UMBRELLA

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B + C)
NA	200	NA	\$ 171,600	\$ 66,300	\$ 237,900
1096-1082	30	\$ 1.42	46,428	2,880	49,308
346-353	30	1.91	12,510	900	13,410
1414	10	1.21	25,584	1,260	26,844
908	15	1.10	14,933	1,170	16,103
908	15	1.46	19,921	14,690	34,611

\*Exclusive of Base Funding and A  
and C Cost Factor

## TABLE V MDTA CHOICE Projects Approved: Fiscal 1973

## UMBRELLA

AGENCY DATA		COURSE DATA				COST		
TRAINING AGENCY	NUMBER CLUSTERS	NUMBER SPECIFIC	NUMBER - PREVOCATIONAL SLOTS	NUMBER SPECIFIC SLOTS	(A) (EDUCATION) BASE FUNDING	(B) (LABOR) BASE FUNDING	(C) ADMINIS- TRATION AND COUNSELING (EDUCATION)	
A. YMCA Trade Schools	-	1	NA	120	NA	NA	NA	
B. Individual	-	1	NA	96	NA	NA	NA	
C.								
D.								
E.								
PROJECT TOTALS	-	2	NA	216	NA	NA	NA	

## SUBPROJECTS UNDER

AGENCY DATA		COURSE DATA	
SUB- PROJECT NUMBER	TRAINING FACILITY	CLUSTER TITLE	OCCUPATIONS INCLUDED IN CLUSTER
-001	Harlem and Brooklyn YMCA Trade Schools	Not Clustered	Prevocational and Basic Education
-002	Various Private Trade Schools	Not Clustered	Individual Referral

COMMUNITY New York City

## SUMMARY

PROJECT NO. NY(M)3018-000

## DATA

(D) PREVOCATIONAL TRAINING	(E) OCCUPATIONAL TRAINING	(F) EDUCATION TOTAL (A + C + D + E)	(G) LABOR (ALLOWANCES)	(H) LABOR TOTAL (B + G)	(J) PROJECT TOTAL (F + H)
\$ 144,590	NA	\$ 144,590	\$ 101,088	\$ 101,088	\$ 245,678
NA	NA	220,976	169,740	169,740	390,716
\$ 144,590	NA	\$ 365,566	\$ 270,828	\$ 270,828	\$ 636,394

## MULTIOCCUPATIONAL UMBRELLA

		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR*	(B) EDUCATION*	(C) LABOR (ALLOWANCES)	(D) PROJECT* (B + C)
882	120	\$ 2.87	\$ 144,590	\$ 101,088	\$ 245,678
NA	96	2.193	220,976	169,740	390,716

\*Exclusive of Base Funding and A  
and C Cost Factor

**TABLE VI** RAR Projects Approved: Fiscal 1973

COMMUNITY AND TRAINING AGENCY	PROJECT NUMBER	MT-1 NUMBER	COURSE
			OCCUPATIONAL OR COURSE TITLE
New York City AIRCO Welding Training Center	NY(A)3401	4025	Welding, Various



TABLE VII WIN Skills Training Projects Approved: Fiscal 1973

COMMUNITY AND TRAINING AGENCY	PROJECT NUMBER	MT-1 NUMBER	COURSE
			OCCUPATIONAL OR COURSE TITLE
Albany - Board of Education	211-73-01M	NA	Multioccupational (Umbrella)
Utica - Board of Education	221-72-73-01	NA	Nurse, Licensed Practical
Utica - Board of Education	221-73-02M	NA	Various, Multioccupations
Syracuse - City School District	241-LPN-73	NA	Nurse, Licensed Practical
Syracuse - City School District	241-73-01M	NA	Umbrella - Mini-Multi
Syracuse - City School District	241-73-03C	NA	Clerk/Typist
Rochester- City School District	251-73-03M	NA	Multioccupations
Rochester - City School District	251-73-04H	NA	Health Services Occupations
Dix Hills - Suffolk County #3 BOCES	261-LPN-72-73	NA	Licensed Practical Nurse
Buffalo - Board of Education	271-73-09M	NA	Various Mini Multi
Buffalo - Board of Education	272-73-01M	NA	Various Mini Multi



DATA		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR	(B) EDUCATION TOTAL	(C) LABOR TOTAL	(D) PROJECT TOTAL (B & C)
1663-1778	41	\$1.89	\$ 66,417	NA	\$ 66,417
1330	12	1.59	25,339	NA	25,339
274-1788	49	2.04	64,924	NA	64,924
1701	12	1.59	36,288	NA	36,288
1680-1823	29	1.44 w/m 1.31 wo/m	49,476*	NA *Includes \$4,319 Local Matching	49,476
1822.5	40	.92	21,967	NA	21,967
413-1832	37	3.25 w/m 2.10 wo/m	97,279*	NA *Includes \$34,322 Local Matching	97,279
464	46	1.81 w/m 1.17 wo/m	38,654*	NA *Includes \$13,654 Local Matching	38,654
1491	25	1.99 w/m 1.95 wo/m	74,068*	NA *Includes \$1,300 Local Matching	74,068
144-1296	96	1.740 wo/m 1.705 w/m	83,200*	NA *Includes \$1,685 Local Matching	83,200
1296	40	1.75 w/m 1.79 wo/m	46,371*	NA *Includes \$936 Local Matching	46,371

TABLE

COMMUNITY AND TRAINING AGENCY	PROJECT NUMBER	MT-1 NUMBER	COURSE
			OCCUPATIONAL OR COURSE TITLE
New York City - Board of Education	465-SP-73	NA	Specifics
New York City - Board of Education	465-FV-73	NA	Pre-Vocational
Rochester - City School District	251-73-05	NA	Nurse, Licensed Practical
Buffalo - Board of Education	271-73-11R	NA	Insurance Heater

DATA		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR	(B) EDUCATION TOTAL	(C) LABOR TOTAL	(D) PROJECT TOTAL (B & C)
861	248	\$ 2.72	\$ 317,722	NA	\$ 317,722
1464	920	2.55	676,974*	NA *Includes \$159,444 Local Matching	676,974
1589	24	1.63 w/m 1.29 wo/m	52,280*	NA *Includes \$13,654 Local Matching	65,934
763 2	10	1.84 w/m 1.80 wo/m	13,760*	NA *Includes \$284 Local Matching	14,044

**TABLE VIII WIN Adult Basic Education Projects Approved: Fiscal 1973**

COMMUNITY AND TRAINING AGENCY	PROJECT NUMBER	MT-1 NUMBER	COURSE
			OCCUPATIONAL OR COURSE TITLE
Albany - Adult Learning Center	211-ABE-73	NA	Adult Basic Education
Utica - Utica Public Schools	221-ABE-73	NA	Adult Basic Education
Syracuse - City School District	241-ABE-72-73	NA	Adult Basic Education
Rochester - Adult Learning Center	251-ABE-73	NA	Adult Basic Education
Dix Hills - Suffolk County #3 BOCES	261-ABE-1-73	NA	Adult Basic Education
Patchogue - Suffolk County #2 BOCES	261-ABE-2-73	NA	Adult Basic Education
Jericho - Nassau County BOCES	262-ABE-7273	NA	Adult Basic Education
Buffalo - Public Schools	271-ABE-7273	NA	Adult Basic Education
Niagara Falls - Board of Education	272-ABE-73	NA	Adult Basic Education
White Plains - Board of Education	281-ABE-7273	NA	Adult Basic Education

DATA		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR	(B) EDUCATION TOTAL	(C) LABOR TOTAL	(D) PROJECT TOTAL (B & C)
805	22	\$1.61 w/m 1.30 wo/m	\$ 14,689*	NA *Includes \$3,265 Local Matching	\$ 14,689
1245	48	1.158 w/m .928 wo/m	22,230*	NA *Includes \$4,405 Local Matching	22,230
1095	30	1.52 w/m 1.28 wo/m	22,871*	NA *Includes \$3,604 Local Matching	22,871
1255	30	2.22 w/m 1.56 wo/m	20,026*	NA *Includes \$5,981 Local Matching	20,026
1446	30	1.88 w/m 1.68 wo/m	32,898*	NA *Includes \$3,505 Local Matching	32,898
1416	30	2.02 w/m 1.79 wo/m	30,275*	NA *Includes \$3,511 Local Matching	30,275
232-294	240	1.725 w/m 1.572 wo/m	124,201*	NA *Includes \$11,000 Local Matching	124,201
500	170	1.27 w/m 1.06 wo/m	108,348*	NA *Includes \$18,006 Local Matching	108,348
666	26	1.30 w/m 1.13 wo/m	13,565*	NA *Includes \$1,778 Local Matching	13,565
725-1150	145	1.71	141,514*	NA *Includes \$30,362 Local Matching	141,514

**TABLE** MTN Adult Basic Education Projects Approved: Fiscal 1973

COMMUNITY AND TRAINING AGENCY	PROJECT NUMBER	MT-1 NUMBER	COURSE
			OCCUPATIONAL OR COURSE TITLE
Yonkers - Board of Education	282-ABE-7273	IIA	Adult Basic Education
New York City - Board of Education	465-ABE-73	NA	Adult Basic Education

DATA		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR	(B) EDUCATION TOTAL	(C) LABOR TOTAL	(D) PROJECT TOTAL (B & C)
1035	90	\$1.43 w/m 1.12 wo/m	\$ 55,792*	NA *Includes \$12,000 Local Matching	\$ 55,792
777	2,200	1.23 w/m 1.16 wo/m	1,227,768*	NA *Includes \$69,121 Local Matching	1,227,768

TABLE IX WLN High School Equivalency Projects Approved: Fiscal 1973

COMMUNITY AND TRAINING AGENCY	PROJECT NUMBER	MT-1 NUMBER	COURSE
			OCCUPATIONAL OR COURSE TITLE
Albany - Adult Learning Center	211-GED-7273	NA	High School Equivalency
Utica - Utica Public Schools	221-GED-73	NA	High School Equivalency
Syracuse - City School District	241-GED-7273	NA	High School Equivalency
Rochester - Adult Learning Center	251-GED-73	NA	High School Equivalency
Dix Hills - Suffolk County #3 BOCES	261-GED-1-73	NA	High School Equivalency
Patchogue - Suffolk County #2 BOCES	261-GED-2-73	NA	High School Equivalency
Jericho - Nassau County BOCES	262-GED-7273	NA	High School Equivalency
Buffalo - Public Schools	271-GED-7273	NA	High School Equivalency
Niagara Falls - Board of Education	272-GED-73	NA	High School Equivalency
White Plains - Board of Education	281-GED-7273	NA	High School Equivalency
New York City - Board of Education	465-GED-73	NA	High School Equivalency



DATA		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR	(B) EDUCATION TOTAL	(C) LABOR TOTAL	(D) PROJECT TOTAL (B & C)
300	24	1.00 w/m 1.47 wo/m	\$ 20,890*	NA *Includes \$3,810 Local Matching	\$ 20,890
1200	36	1.68	17,648	NA	17,648
1200	24	1.90 w/m 1.66 wo/m	22,170*	NA *Includes \$3,604 Local Matching	22,170
1200	30	2.23 w/m 1.57 wo/m	20,080*	NA *Includes \$5,982 Local Matching	20,080
20'-210	108	1.41	62,739*	NA *Includes \$7,009 Local Matching	62,739
1110	90	2.43 w/m 2.29 wo/m	42,229*	NA *Includes \$2,451 Local Matching	42,229
200-294	155	1.98 w/m 2.26 wo/m	84,002*	NA *Includes \$10,500 Local Matching	84,002
300	180	1.96 w/m 1.63 wo/m	105,914*	NA *Includes \$18,004 Local Matching	105,914
666	26	2.18 w/m 1.84 wo/m	11,353*	NA *Includes \$1,778 Local Matching	11,353
1150	116	2.61 w/m 1.97 wo/m	90,667*	NA *Includes \$22,098 Local Matching	90,667
777	900	1.50 w/m 1.42 wo/m	405,390*	NA *Includes \$23,040 Local Matching	405,390

**TABLE X** WIN Employability Orientation Projects Approved: Fiscal 1973

COMMUNITY AND TRAINING AGENCY	PROJECT NUMBER	MT-1 NUMBER	COURSE
			OCCUPATIONAL OR COURSE TITLE
Albany - Board of Education	211-EO-7273	NA	Employability Orientation
Utica - Board of Education	221-EO-73	NA	Employability Orientation
Farminydale - SUNY Agricultural & Tech- nical College	261-EO-7273	NA	Employability Orientation
Jericho - Nassau County BOCES	262-EO-7273	NA	Employability Orientation
Buffalo - Board of Education	271-EO-72-73	NA	Employability Orientation
Niagara Falls - City School District	272-EO-73	NA	Employability Orientation
New York City - Urban League	465-EO-73	NA	Employability Orientation

DATA		COST DATA			
COURSE LENGTH	NUMBER OF SLOTS	(A) PER TRAINEE HOUR	(B) EDUCATION TOTAL	(C) LABOR TOTAL	(D) PROJECT TOTAL (B & C)
60	162	\$ .69	\$ 6,743	NA	\$ 6,743
78-90	120	1.18	12,205	NA	12,205
702	140	2.79 wo/m 3.74 w/m	31,482*	NA *Includes \$8,000 Local Matching	31,482
90	180	2.34 wo/m 2.60 w/m	42,141*	NA *Includes \$4,250 Local Matching	42,141
48-60	300	1.15 wo/m 1.17 w/m	19,825*	NA *Includes \$387 Local Matching	19,825
44-55	104	1.70 wo/m 1.88 w/m	10,355*	NA *Includes \$1,200 Local Matching	10,355
65	1,200	4.67	364,276	NA	364,276

**TABLE XI**  
**MDTA - Manpower Development and Training Act**  
**Individual Referral Projects Approved**  
**Fiscal Year July 1, 1972 to June 30, 1973**

Location of School	Name of School	Occupational Title	Course Data		No. of Trainees	tuition Costs	
			Hrs. Wk.	Instr. Wks.		Per Trainee	Total
Mineola, NY	Adelphi Business School, 47 Mineola Boulevard	Accounting Clerk	25	13	1	\$ 572.00	\$ 572.00
		Accountant	25	42	3	1512.00	4536.00
		Acctg. Clk./Jr. Accountant	25	42	11	1617.00	17,787.00
		Bookkeeper	25	26	1	1040.00	1040.00
		Bookkeeping, Elem.	25	26	5	1095.00	5475.00
		Clerk-Typist/Clerk General Office	25	30	5	1095.00	5475.00
		Clerk-Typist	25	20	1	900.00	900.00
		Clerk-Typist	25	26	1	1040.00	1040.00
		Clerk-Typist	25	30	1	1095.00	1095.00
		Keypunch Operator	25	30	11	1225.00	13,475.00
		Secretary	25	42	1	1617.00	1617.00
		Stenographer	25	28	2	1095.00	2190.00
		Stenotype Operator	25	42	2	1780.00	3560.00
		GRAND TOTAL..			1046		\$ 1,346,575.77

MDTA - Manpower Development and Training Act  
Individual Referral Projects Approved  
Fiscal Year July 1, 1972 to June 30, 1973

Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Brooklyn, N.Y.	Adelphi Business School, 1712 Kings Highway	Accounting Clerk	25	42	1050	4	\$ 1617.00	\$ 6468.00
		Clerk-Typist	25	22	555	1	740.00	740.00
		General Office Clerk/Bus. Machine	26	25	650	1	1095.00	1095.00
New York, N.Y.	Albert Merrill School, 21 W. 60 Street	Data Processing Technician	24	15	360	1	1596.30	1596.30
		Medical Lab. Asst.	32½	51	1500	3	1750.00	5250.00
Rochester, N.Y.	American Barber School, 135 University Ave.	Barber	40	25	1000	4	700.00	2800.00
Syracuse, N.Y.	American School of Drafting, 2363 James Street	Electronics Mechanic	35	50	1750	3	1775.00	5325.00
		Mechanical Draftsman.	30	40	1200	3	1295.88	3887.64

Location of School	Name of School	Occupational Title	Hrs. Wk.	Course Data		No. of Trainees	Tuition Costs	
				Instr. Wks.	Total Hrs.		Per Trainee	Total
New York, N.Y.	Announcer Training Studios, 25 W. 43rd Street	Radio-Telephone Op.	25	24	580	4	\$ 860.00	\$ 3440.00
Buffalo, N.Y.	Anthony's Driving School, 602 W. Utica Street	Tractor-Trailer Truck Driver	25	4	100	7	695.00	4865.00
New York, N.Y.	Apex Technical School 222 Park Avenue, So.	Refrigeration Mechanic	25	20	500	5	1665.00	8325.00
		Air-Conditioning Mechanic	25	21	500	12	1775.00	21,300.00
		Air-Conditioning Mechanic w/ Driver Education	27	20	542	8	1901.00	15,208.00
Buffalo, N.Y.	ATA Systems, Inc., 1285 William Street	Tractor-Trailer Truck Driver	35	2	70	3	795.00	2385.00
New York, N.Y.	Atlas Barber School, 87 Third Avenue	Barber	40	37	1500	1	1419.50	1419.50

MDTA - Manpower Development and Training Act  
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Location of School	Name of School	Occupational Title	Course Data		No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.		Per Trainee	Total
Rochester, N.Y.	Berlitz School of Languages, 36 West Main Street	English 2nd Language	30	7	1	\$ 857.50	\$ 857.50
		English 2nd Language	30	14	1	1715.00	1715.00
Smithtown, N.Y.	Blake Business School 155 E. Main Street	Clerk-Typist	25	28	6	1095.00	6570.00
		Secretary	25	13	1	557.50	557.50
		Secretary	25	36	4	1435.00	5740.00
Hempstead, N.Y.	B.O.C.E.S. 96-A Main Street	Cook	30	26	2	936.00	1872.00
		Nursing Assistant	30	14	1	567.03	567.03
Oswego, N. Y.	B.O.C.E.S. Oswego County School of Practical Nursing, Oswego Hospital	Nurse, Lic. Pract.	32	44	1	860.00	860.00
Yorkville, N.Y.	B.O.C.E.S. 1st Supv. District of Oneida, Madison & Herkimer County, Box 233	Nurse, Lic. Pract.	35	34	1	530.00	530.00

MDTA - Manpower Development and Training Act  
Individual Referral Projects Approved  
Fiscal Year July 1, 1972 to June 30, 1973

Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs		120
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total	
Levittown, N.Y.	Brittany Beauty Center 3272 Hempstead Tpke.	Cosmetologist	35	28	1000	2	\$ 900.00	\$ 1800.00	
Buffalo, N.Y.	Bryant and Stratton Business Institute, 1028 Main Street	Accountant (Jr.)	25	44	1100	2	\$ 1702.00	\$ 3404.00	
		Accountant (Jr.)	25	46	1150	5	1852.00	9260.00	
		Accounting Clerk	25	50	1250	1	1737.00	1737.00	
		Bookkeeper	26	52	1350	2	2002.00	4004.00	
		Clerk-Typist	25	35	850	1	1397.00	1397.00	
		Clerk-Typist	25	44	1100	2	1697.00	3394.00	
		Clerk-Typist/ Modern Off. Trg.	25	42	1050	4	1547.00	6188.00	
		Data Processing	25	30	750	1	1270.00	1270.00	
		Data Processing	25	42	1050	1	1857.00	1857.00	
		Data Typist	25	44	1100	1	2007.00	2007.00	



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Individual Referral Projects Approved  
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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Buffalo, N.Y.	Bryant and Stratton Business Institute, 1028 Main Street	Medical Assistant	25	30	750	9	\$ 1370.00	\$ 12,330.00
		Receptionist	25	34	850	1	1397.00	1397.00
		Retail Marketing	25	42	1050	1	1599.00	1599.00
		Retail Marketing	25	44	1100	1	1749.00	1749.00
		Retail Marketing	25	46	1150	1	1899.00	1899.00
		Secretary, Adm.	25	42	1050	1	1549.00	1549.00
		Secretary, Adm.	25	50	1250	1	1707.00	1707.00
		Secretary, Adm.	25	44	1100	1	1710.00	1710.00
		Secretary, Legal	25	44	1100	1	1705.00	1705.00
		Secretary, Legal	25	46	1150	3	1855.00	5565.00
		Secretary, Medical	25	44	1100	1	-0-	-0-
						* \$1710. Paid by Voc. Rehab.		
		Secretary, Medical	25	44	1100	4	1710.00	6840.00
		Secretary, Medical	26	46	1150	1	1860.00	1860.00
Woodside, N.Y.	Bulova School of Watchmaking, 40-24 62nd Street	Secretary, Medical	26 Av.	52	1350	2	2010.00	4020.00
		Stenographer	25	42	1050	2	1540.00	3080.00
		Watchmaker	30	48	1440	3	1665.00	4995.00

MDTA - Manpower Development and Training Act  
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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Albertson, NY	Career Development Laboratory at Human Resources Center, Searingtown Rd. & I. U. Willets Rd.	Clerk-Typist	30	12	360	2	\$ 645.00	\$ 1290.00
Syracuse, NY	Careerco School, 518 James Street	Medical Assistant	30	13	400	1	1154.00	1154.00
Syracuse, NY	Careys Truck Dr. School 2105 W. Genesee St.	Tractor-Trailer Dr.	30	4	120	8	695.00	5560.00
Newburgh, NY	Central Academy of Beauty Culture, 291 Liberty St.	Cosmetologist	35	28	1000	1	775.00	775.00
Syracuse, NY	Central City Business Inst., 953 James St.	Medical Secretary	25	40	1024	1	1440.00	1440.00
Rensselaer, NY	Chauffeur's Training School, 57 Columbia St.	Tractor-Trailer Dr.	30/25/25	3	80	7	650.00	4550.00
Farmingdale, L.I., N. Y.	Commercial Driver Training, Inc., 45 Motor Avenue.	Tractor-Trailer Dr.	40	3	120	17	695.00	11,815.00
Buffalo, NY	Continental School of Beauty Culture, 560 Main St.	Cosmetologist Cosmetologist	35 35	28 28	1000 1000	1 1	755.00 795.00	755.00 795.00
New York, NY	Control Data Computer Training School, 105 Madison Ave.	Electronics Tech.	30	33	1000	5	2750.00	13,750.00
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Location of School	Name of School	Occupational Title	Course Data		No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks. Total Hrs.		Per Trainee	Total
Long Island City, NY	Deleahanty Institute 5-01 46 Road	Auto Mechanic	30	18	540	\$ 348.40	\$ 348.40
		Auto Mechanic	30	30	900	1040.00	4160.00
New York, NY	Deleahanty Institute 115 E. 15th Street	Archtl. Drafting	27	37	1000	1010.00	1010.00
		Elecs./TV Tech.	30	50	1500	2240.00	8960.00
		TV Service/Rprman.	29/30	50	1500	1600.00	11,200.00
		TV Service/Rprman.	30	8	204	301.56	301.56
New York, NY	Deleahanty Institute 117 E. 11th Street	TV Service/Rprman w/Driver Education	30	52	1510	1740.00	36,540.00
		TV Service/Rprman.	30	50	1500	1600.00	52,800.00
		TV Service/Repair	30	50	1500	2240.00	15,680.00
		TV Service/Rprman w/Driver Education	30	50	1510	2380.00	7140.00
		Cosmetologist	32½	31	1000	700.00	700.00
Buffalo, NY	Doyle Beauty School, 921 Main Street	Tractor-Trailer Dr.	35/30	4	125	885.00	885.00
Brooklyn, NY	Driver Training Inst. 794 Bedford Avenue	Tractor-Trailer Dr.	30/35	5	155	1335.00	2670.00

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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Schoelack Landing, N.Y.	East Coast Driving School, 686 Route 9.	Tractor-Trailer Dr.	30/25	3	80	1	\$ 650.00	\$ 650.00
Union, N. J.	Eastern School of Instrument Repair, 1565 Union Avenue	Musical Instrument Repair	32	46	1475	1	2212.50	2212.50
New York, N.Y.	Eastern School for Physicians Aides, 85 Fifth Avenue	Medical Assistant	30	44	1320	1	1996.00	1996.00
		Medical Lab. Tech.	30	50	1500	3	2495.00	7485.00
		Medical Lab. Tech.	30	50	1500	1	2535.00	2535.00
		Secretary	25	40	1000	3	1525.00	4575.00
Schenectady, NY	Europa School of Cosmetology, 1333 State Street	Cosmetologist	35	29	1000	1	595.00	595.00
New York, N.Y.	French Fashion Academy 600 Madison Avenue	Clothes Designer	25	24	600	5	2590.00	12,950.00
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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
New York, NY	German School of Photography, 225 Broadway	Commercial Photography	25	34	675	1	\$2210.00	\$2210.00
Glen Cove, NY	Glen Cove Community Hospital, St. Andrews Lane	Nurse, Lic. Prac.	40	42	1680	1	775.00	775.00
Hicksville, NY	Grunman Data Systems Institute, 17 W. John Street	Data Processing	30	2	60	1	228.00	228.00
		Programmer, Computer	30	12	360	10	1400.00	14,000.00
		Programmer, Computer	30	12	360	4	1495.00	5980.00
Brooklyn, NY	Heffley & Browne Secretarial School, 180 Montague Street	Accounting Clerk	25	40	1000	3	1430.00	4290.00
		Accounting Clerk	25	40	1000	2	1670.00	3340.00
		Stenotype Operator	25	48	1200	1	1500.00	1500.00
Hempstead, NY	Hofstra University	Accounting Clerk	--	--	--	1	790.00	790.00
		Professional Engr.	--	--	--	1	210.00	210.00
		Professional Engr.	--	--	--	4	235.00	940.00
New York, NY	Honeywell Institute of Information Sciences, 888 7th Avenue	Computer Programmer	30	16	480	1	2000.00	2000.00

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Location of School	Name of School	Occupational Title	Course Data		No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.		Per Trainee	Total
New York, N.Y.	Interboro Institute, 229 Park Avenue, So.	Bookkeeper	25	44	3	\$ 1693.00	\$ 5079.00
		Clerk-Typist	25	26	1	978.00	978.00
		Secretary, Legal	25	46	1	1993.00	1993.00
		Secretary, Medical	25	46	1	1993.00	1993.00
Babylon, N.Y.	Inter-County Barber School, 101 Deer Park Ave.	Barber	40	25	2	948.00	1896.00
Amityville, L.I., N. Y.	Island Drafting & Technical Institute, 128 Broadway	Arch. Draftsman	30	34	5	1655.00	8275.00
		Elec. Assembler	30	29	1	2000.00	2000.00
		Elec. Mechanic	30	34	1	2589.00	2589.00
		Draftsman Mech.	40	25	1	1120.00	1120.00
		Draftsman Mech.	30	34	2	1620.00	3240.00
		TV Service & Rpr.	30	30	10	2045.00	20,450.00
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**MDTA - Manpower Development and Training Act**  
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Location of School	Name of School	Occupational Title	Course Data		No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.		Per Trainee	Total
Jamestown, N.Y.	Jamestown Business College, 7 Fairmount Avenue	Accountant	25	40	6	\$ 1335.00	\$ 8010.00
		Clerk, Gen. Off.	25	20	1	606.00	606.00
Plattsburgh, N. Y.	John W. Harrold Educational Ctr.	Offset Pressman	30	43	1	1000.00	1000.00
Hicksville, L.I., N. Y.	Kay-Laure School of Beauty Culture, 8 Duffy Avenue	Cosmetologist	40	25	1	775.00	775.00
New York, N.Y.	Kerpel School of Dental Technology, 37 W. 65th Street	Dental Lab. Tech.	25	16	1	570.00	570.00
		Dental Lab. Tech.	25	28	1	945.00	945.00
		Dental Technology	25	44	9	1515.00	13,635.00
New York, N.Y.	Lenox Hill Hospital, 100 E. 77th St.	Inhalation Therapist	--	--	1	140.00	140.00
Hempstead, L.I., N. Y.	Long Island Beauty School, 35 Centre Street	Cosmetologist	35	29	1	895.00	895.00

MDA - Manpower Development and Training Act  
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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs		128
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total	
Hempstead, L.I., NY	Mandl School for Medical and Dental Assistants, 175 Fulton Ave.	Dental Assistant	30	13	320	1	\$ 846.00	\$ 846.00	
		Medical Assistant	30	40	1200	3	1818.00	5454.00	
		Medical Assistant	30	40	1200	1	1690.00	1690.00	
New York, NY	Manhattan Medical & Dental Assts' School, 1780 Broadway	Medical Assistant	25	12	300	5	741.00	3705.00	
		Medical Lab. Asnt.	35	52	1500	2	2229.00	4458.00	
New York, NY	Manhattan School of Printing, 88 W. Broadway	Offset Pressman	30	11	320	1	1060.00	1060.00	
		Offset Pressman	30	31	925	5	2160.00	10,800.00	
		Offset Pressman	30	41	1225	1	3065.50	3065.50	
New York, NY	Manhattan Technical Institute, 154 W. 14th St.	Architectural Drafting	30	39	1150	1	1239.00	1239.50	



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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Utica, N. Y.	Manpower Development Training Facility, 366 Columbia Street	Clerk, General	36	26	936	2	\$ 936.00	\$ 1872.00
		Cook	40	26	1040	1	895.00	895.00
		Cook	36	26	892	1	1565.00	1565.00
		Cook	36	26	842	1	1565.00	1565.00
		Cook	36	26	936	1	1565.00	1565.00
		Household Appliance Repairman	36	25	894	3	554.00	1662.00
		Litho-Duplicator Op.	36	16	576	1	449.00	449.00
		TV Service & Repair	40	22	872	1	764.00	764.00
		TV Service & Repair	36	27	972	1	836.00	836.00
		Sales Clerk	36	6	216	1	151.00	151.00
		Sales Clerk	36	8	288	2	179.00	358.00

**MDTA - Manpower Development and Training Act**  
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Location of School	Name of School	Occupational Title	Course Data		No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.		Per Trainee	Total
Rochester, NY	Manpower Training Ctr. 242 W. Main Street	Accounting Clerk	40	25	1	\$ 1101.00	\$ 1101.00
		Accounting Clerk	40	25	1	999.00	999.00
		Accounting Clerk	40	25	1	-0-	-0-
		Accounting Clerk	40	26	1	-0-	-0-
		Auto Mechanic	40	23	2	1511.00	3022.00
		Auto Mechanic	40	24	1	1511.00	1511.00
		Auto Mechanic	40	29	1	-0-	-0-
		Auto Mechanic	40	29	1	-0-	-0-
		Auto Mechanic	40	30	1	-0-	-0-
		Auto Mechanic	40	30	1	1511.00	1511.00
		Clerk-Typist	40	30	2	999.00	1998.00
		Clerk-Typist	40	20	1	-0-	-0-
		English as a Second Language	40	26	1	-0-	-0-
		* Incidental costs will be assessed as needed, at the end of training.					
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Location of School	Name of School	Occupational Title	Course Data		No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.		Per Trainee	Total
Rochester, NY	Manpower Training Ctr. 242 W. Main Street	Employability Orientation.	40	12	2	-0-	* -0-
		Machine Set-Up Op.	40	21	1	\$ 1390.00	\$ 1390.00
		Machine Set-Up Op.	40	26	1	-0-	* -0-
		Machine Set-Up Op.	40	26	1	1390.00	1390.00
		Nurse's Aide	35	12	1	466.90	466.90
		Nurse's Aide	35	13	3	625.00	1875.00
		Nurse's Aide	35	13	4	-0-	* -0-
		Nurse's Aide	35	13	1	-0-	* -0-
		Welder, Combination	40	20	1	949.00	949.00
		Welder, Combination	40	20	2	1260.00	2520.00
* Incidental costs will be assessed as needed, at the end of training.							

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Location of School	Name of School	Occupational Title	Course Data		No. of Trainees	Tuition Costs		132
			Hrs. Wk.	Instr. Wks.		Per Trainee	Total	
Bay Shore, NY	Marcel Haigy's School of Beauty, 56A W. Main St.	Cosmetologist	35	29	2	\$ 635.00	\$ 1270.00	
		Tractor-Trailer Dr.	45	2	4	600.00	2400.00	
Niagara Falls, N. Y.	Master's Driving School, 2708 Pine Avenue	Patternmaker	25	26	1	1283.14	1283.14	
		Bookkeeper	25	48	1	1320.00	1320.00	
New York, NY	Mayer School of Fashion Design, 64 W. 36th Street	Clerk-Typist	25	26	2	720.00	1440.00	
		Bi-Lingual Sec.	25	27	1	1030.00	1030.00	
New York, NY	Marchants & Bankers 41 E. 42nd St.	Bi-Lingual Sec.	25	5	1	105.00	105.00	
		Secretary	35	27	1	1010.00	1010.00	
		Secretary	25	48	1	1320.00	1320.00	
		Stenographer	25	44	1	1200.00	1200.00	
		Stenographer	25	44	1	1420.00	1420.00	
		Stenotype Operator	25	48	2	1556.00	3112.00	

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Location of School	Name of School	Occupational Title	Course Data		No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.		Per Trainee	Total
New York, NY	Midtown School of Business, 19 W. 44th Street	Bookkeeper	25	52	1	\$ 1845.00	\$ 1845.00
		Clerk-Typist	30	26	1	1013.00	1013.00
Schenectady, N. Y.	Modern Welding School, 1740 Broadway	Welder, Comb.	35	9	1	834.35	834.35
		Welder, Comb.	35	12	2	950.30	1900.60
		Welder, Comb.	35	10	1	735.70	735.70
		Welder, Comb.	35	14	1	1179.35	1179.35
Utica, N. Y.	Mohawk Business & Vocational School, 276 Genesee Street	Business Machines	30	15	35	613.00	21,455.00
		Business Machines	30	18	5	920.00	4600.00
		Business Machines (Office)	25	17	6	1045.00	6270.00
Utica, N. Y.	Mohawk Hairstyling & Beauty Culture, 603 Washington St.	Cosmetologist	40	13	1	384.00	384.00
		Cosmetologist	40	25	15	785.00	11,775.00

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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Bronx, N. Y.	Monroe Business Institute, 29 East Fordham Rd.	Accountant	25	52	1300	3	\$ 1625.00	\$ 4875.00
		Bookkeeper II	25	52	1300	1	1625.00	1625.00
		Bookkeeper I & II	30	52	1560	1	2197.00	2197.00
		Clerk, General Off.	25	43	1075	1	1429.75	1429.75
		Clerk-Typist	25	3	70	1	-0-	-0- **
		Clerk-Typist	25	26	650	3	942.50	2827.50
		(** - Make-up of 3 weeks since trainee injured his hand - Paid under NY(QM)1029-007-272. - Trainee took 70 hours at no cost to the school)						
Bronx, N. Y.	Monroe Business Institute, 115 East Fordham Rd.	Accounting	25	52	1300	5	1625.00	8125.00
		Accounting	25	52	1350	1	1762.50	1762.50
		Accountant	28	48	1300	1	1625.00	1625.00
Bronx, N. Y.	Monroe Business Institute, 1930 Boston Road	Jr. Accounting	25	43	1075	2	1343.75	2687.50
		Jr. Accounting	26	44	1128-3/4	1	1410.94	1410.94
		Jr. Accounting	25	52	1290	1	1816.75	1816.75
		NCR Accounting Machine w/Account I & II	30	36	1075	2	1423.92	2847.84

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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Bronx, N.Y.	Monroe Business Institute, 1930 Boston Road	Secretary, Legal	25	52	1300	1	\$ 1505.00	\$ 1505.00
		Typewriting-Switchboard with Office Procedures/ Clerk-Typist	25	26	650	1	942.50	942.50

NTA - Manpower Development and Training Act  
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Location of School	Name of School	Occupational Title	Hrs. Wk.	Course Data		No. of Trainees	Tuition Costs	
				Instr. Wks.	Total Hrs.		Per Trainee	Total
New York, NY	NEW YORK CITY BOARD OF EDUCATION: Adult Training Center, 45 Rivington St.	Cabinet Maker	30	49	1470	1	\$ 2425.50	\$ 2425.50
		Cabinet Maker	30	50	1500	4	2475.00	9900.00
		Machinist	30	40	1200	1	1980.00	1980.00
		TV Service & Rpr.	30	36	1050	5	1732.50	8662.50
		TV Service & Rpr.	36	39	1400	10	2310.00	23,100.00
Brooklyn, NY	Brooklyn Adult Training Center, 475 Nostrand Ave.	Auto Mechanic	35	19	452	1	-0-	-0-
		Auto Service Station Mechanic	35	22	509	1	-0-	-0-
		Auto Service Station Mechanic	35	22	518	1	-0-	-0-
		Auto Service Station Mechanic	35	24	563	1	-0-	-0-
		Auto Service Station Mechanic	35	24	569	1	-0-	-0-
		Auto Service Station Mechanic	35	24	575	2	-0-	-0-
		Auto Service Station Mechanic	35	24	847	1	-0-	-0-
		Auto Service Station Mechanic	35					



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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Brooklyn, N.Y.	NEW YORK CITY BOARD OF EDUCATION: Brooklyn Adult Training Center 475 Nostrand Avenue	Auto Mechanics	36	27	1040	1	-0-	-0-
		Metal Fabrication	36	12	432	1	-0-	-0-
		Metal Fabrication	35	20	489	1	-0-	-0-
		Metal Fabrication	36	19	760	1	-0-	-0-
		Metal Fabrication	36	23	920	1	-0-	-0-
		Woodworking Mach. Op.	35	4	90	1	-0-	-0-
Jamaica, N.Y.	Jamaica Adult Training Center, 91-14 Merrick Blvd.	Clerk-Typist	35	6	210	1	\$ 346.50	\$ 346.50
		Secretary	35	15	525	1	866.25	866.25
Brooklyn, N.Y.	Williamsburg Adult Training Center, 35 Arion Place	Metal Fabricator	25	10	234	1	-0-	-0-
		Metal Fabricator	35	12	294	1	-0-	-0-
		Metal Fabricator	25	15	360	1	-0-	-0-
		Screw Machine Op. (Swiss)	36	30	1050	3	1732.50	5197.50

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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
New York, N.Y.	New York Institute of Dietetics, 154 W. 14th Street	Dietician	25	52	1100	1	\$ 1775.00	\$ 1775.00
New York, N.Y.	New York School of Mechanical Dentistry, 205-209 W. 19th St.	Dental Lab. Tech.	25	40	1000	1	750.00	750.00
Westbury, N.Y.	New York Institute of Technology	Professional Engr.	--	--	96	3	145.00	435.00
		Professional Engr.	--	--	154	2	275.00	550.00
		Professional Engr.	--	--	168	1	275.00	275.00
		Professional Engr.	--	--	192	1	275.00	275.00
New York, N.Y.	New York University, 1 Fifth Avenue	Business Programmer	--	--	300	1	1206.90	1206.90
New York, N.Y.	New York University, 26 Stuyvesant Street	Teacher, Ind. Arts	--	--	360	9	530.00	4770.00
		Teacher, Ind. Arts	--	--	540	1	1302.00	1302.00
		Teacher, Ind. Arts	--	--	1010	1	2111.00	2111.00

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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Niagara, N.Y.	Niagara University	NYS Teacher Certification	--	--	--	1	\$ 1110.00	\$ 1110.00
Fleetville, Pa.	Northeast Training Institute, Box 9, Deer Lake	Tractor-Trailer Driver	40	5	200	1	995.00	995.00
		Heavy Equipment Operator	40	10	400	2	1990.00	3980.00

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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Olean, N.Y.	Olean Business Institute, 301 N. Union Street	Clerk, Gen. Office	25	40	1000	1	\$ 950.00	\$ 950.00
		Stenographer	25	24	600	1	468.00	468.00
Elmira, N.Y.	Pauline's School of Beauty, 240 W. Water Street	Cosmetologist	35	29	1500	1	810.00	810.00
Jackson Heights, N.Y.	Plaza Business School, 74 - 09 37th Ave.	Accountant	30	40	1200	1	1800.00	1800.00
		Clerk-Typist	35	26	910	3	1365.00	4095.00
		Clerk, Gen. Office	25	40	949	3	1423.50	4270.50
Brooklyn, NY	Polytechnic Institute of Brooklyn, 333 Jay Street	Traffic Engineer	--	--	--	1	265.00	265.00
		Traffic Engineer	--	--	--	1	635.00	635.00

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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Greenville, N. Y.	Post, C.W. College	Secondary School Teacher	--	--	--	1	\$ 270.00	\$ 270.00
		Secondary School Teacher	--	--	--	1	470.00	470.00
		Accountant/Taxation	--	--	--	1	1070.00	1070.00
		Secondary School Teacher	--	--	--	1	1125.00	1125.00
		Secondary School Teacher	--	--	--	1	1350.00	1350.00
		Secondary School Teacher	--	--	--	1	1590.00	1590.00
		Secondary School Teacher	--	--	--	1	1655.00	1655.00
		Secondary School Teacher	--	--	--	1	1805.00	1805.00
		Secondary School Teacher	--	--	--	1	1845.00	1845.00

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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
New York, NY	Printing Trades School, 222 Park Avenue, So.	Lithographer	30	34	1000	7	\$ 2566.50	\$ 17,965.50
		Photo Offset Printing	30	27	800	2	1936.50	3873.00
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Location of School	Name of School	Occupational Title	Course Data		No. of Trainees	Total Costs	
			Hrs. Wk.	Instr. Wks.		Per Trainee	Total
Jamestown, NY	Raphael School of Beauty Culture, 318-320 W. Third St.	Cosmetologist	35	22	750	1	\$ 510.00
		Air-Cond. Mechanic	25	40	840	8	13,216.00
		Electronics Mech.	25	45	1120	1	2019.00
		Electronics Mech.	25	45	1120	2	4082.00
		Office Mach. Svcman.	35	40	1400	1	2418.60
		Radio-TV, Elec. Svcing.	25	40	840	9	13,707.00
		Radio-TV, Svcman.	25	45	1120	2	4006.00
		Radio-TV, Electrn.	25	45	1120	4	8112.00
		Radio-TV Rprman. (w/Basic Ed. & Dr. Ed.)	36 1/2	41	1413	34	74,715.00
		TV Service & Rpr. (w/Basic Ed.)	36 1/2	41	1400	28	57,764.00
Rochester, NY	Revere Tractor-Trailer Dr. School, 3440 W. Henrietta Rd.	Tractor-Trailer	30	4	120	23	15,985.00
		Clerk-Typist	25	15	375	1	393.75
Binghamton, NY	Ridley-Lowell School of Business, 116 Front St.	Secretary	25	52	1200	2	2520.00

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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Utica, N.Y.	Riverside School of Aeronautics, P.O. Box 444.	Airframe & Power-Plant Mechanic	40	50	2000	1	\$ 2520.80	\$ 2520.80
		Airframe & Power-Plant Mechanic	40	50	2000	5	2700.40	13,502.00
New York, NY	Roberts Technical & Trade School, 517 W. 57th Street	Auto-body/fender repairman	30	28	815	1	1500.16	1500.16
		Auto-body repairman	30	34	1000	3	1318.00	3954.00
		Auto-body repairman	30	34	1000	9	1501.26	13,511.34
		Auto-body repairman	30	34	1000	4	1573.57	6294.28
		Auto-body repairman w/Driver Education	30	34	1025	3	1543.00	4629.00
		Auto-body repairman w/Driver Education	30	34	1025	1	1726.26	1726.26
		Auto-body repairman w/Driver Education	30	35	1025	1	1798.57	1798.57
		Auto-body repairman w/Basic & Dr.Ed.	37	36	1305	1	1963.00	1963.00
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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
New York, NY	Roberts Technical & Trade School, 517 W. 57th Street	Auto-body repairman w/Basic & Dr. Ed.	38	35	1305	1	\$ 2218.57	\$ 2218.57
		Auto Mechanic	30	33	975	3	1141.00	3423.00
		Auto Mechanic	30	33	975	1	1163.00	1163.00
		Auto Mechanic	30	33	975	6	1232.00	7392.00
		Auto Mechanic	30	33	975	4	1339.15	5356.60
		Auto Mechanic	30	34	1000	2	1366.00	2732.00
		Auto Mechanic	30	34	1000	2	1264.00	2528.00
		Auto Mechanic	30	34	1000	2	1351.50	2703.00
		Diesel Mechanic	30	31	912	1	1071.00	1071.00
		Diesel Mechanic	30	31	912	4	1248.72	4994.88
		Diesel Mechanic	30	32	937	1	1296.00	1296.00
		Diesel Mechanic	30	32	937	1	1383.00	1383.00
		Diesel Mechanic w/basic education	37 1/2	32	1192	1	1401.00	1491.00
		Electronic Draftsman	25	40	1000	1	836.43	836.43
		Welder, Arc	30	16	456	1	1817.08	1817.08
		Welder, Comb.	30	25	750	2	1913.26	3826.52
		Welder, Burn.Dr.Tr.	30	25	775	1	2138.26	2138.26
		Welder & Burning Heliarc	30	26	775	1	2283.52	2283.52

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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Rochester, NY	Rochester Dental Assistant School, 2290 East Avenue	Dental Asst.	25	15	364	4	\$ 859.00	\$ 3436.00
			25	40	1000	1	820.00	820.00
			25	40	1000	2	820.00	1640.00
Ogdensburg, N.Y.	Boethel's Ogdensburg Business School, 515 Ford Street	Clerk-Typist						
		Secretary						

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Location of School	Name of School	Occupational Title	Course Data		No. of Trainees	Initiation Costs	
			Hrs. Wk.	Instr. Wks.		Per Trainee	Total
New York, NY	Sadie Brown's Collegiate Inst. 501 Madison Avenue	Bookkeeper I (Jr. Clerical Pgm.)	25	40	1000	5	\$ 1600.00
		Stenographer	35	26	910	1	1456.00
Olean, NY	St. Francis Hospital School of PN, 2221 W. State Street	Nurse Lic. Prac.	40	40	1578	1	1000.00
		Methods Engr. Chief	40	20	800	1	1030.00
Rochester, NY	St. John Fisher College						
Schenectady, NY	Spencer Business School, 404 Union Street	Clerk-Typist	25	36	900	1	810.00
		Executive Secretary	25	40	1000	1	915.00
		Executive Secretary	25	47	1000	1	1005.00
Delhi, NY	State University Agriculture and Technical College.	Refrigeration Mech.	30	30	900	1	1050.00

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Location of School	Name of School	Occupational Title	Hrs. Wk.	Course Data		No. of Trainees	Tuition Costs	
				Instr. Wks.	Total Hrs.		Per Trainee	Total
Albany, NY	State University Urban Center, 80 Central Avenue	Offset Pressman	30	40	1200	1	-0-	-0-
Oswego, NY	State University of New York at Oswego, Poucher Hall.	Teacher Science	N/A	16	--	1	\$ 485.80	\$ 485.80
Stony Brook, NY	State University of New York	Systems Analyst	--	--	--	1	1085.00	1085.00
New York, NY	Stenotype Academy, 259 Broadway	Court Reporter	27½	52	1430	1	1045.00	1045.00
		Stenotype Operator	27½	52	1430	3	1428.60	4285.80
So. Fallsburg, NY	Sullivan County Community College	Structural Drafting	25	30	750	1	820.00	820.00
Hempstead, NY	Sylvania Technical Schools (G.T.E.) 175 Fulton Avenue	Electronic Mechanic	25	24	600	3	1695.00	5085.00
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Location of School	Name of School	Occupational Title	Hrs. Wk.	Course Data		No. of Trainees	Tuition Costs	
				Instr. Wks.	Total Hrs.		Per Trainee	Total
Buffalo, NY	Tractor Trailer and Passenger Driving School, 361 Delaware Avenue	Tractor-Trailer	25	50	2	8	\$ 650.00	\$ 5200.00
Niagara Falls, NY	Trott Vocational High School, 11th Street & Ashland Avenue.	Nurse, Licensed Prac.	30/35	52	1408	2	520.00	1040.00

**MTA - Manpower Development and Training Act**  
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Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Training Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Stone Ridge, NY	Ulster County Community College	Commercial Drafting	26½	38	1008	1	\$ 785.00	\$ 785.00
		Environmental Engr.	25	17	420	1	675.00	675.00
Amberst, Mass.	University of Massachusetts	Furniture Upholstery	30	34	1000	1	1440.00	1440.00
		Cosmetologist	40	11	420	2	289.80	579.60
New York, NY	Upholstery Trades School, 721 Broadway	Cosmetologist, Refresher	40	4	160	2	400.00	800.00
		Cosmetologist	40	26	1000	18	690.00	12,420.00
Utica, NY	Utica School of Beauty Culture, 158 Genesee Street	Jr. Accountant/Bookkeeper	25	36	900	1	1098.00	1098.00
		Jr. Accountant/Bookkeeper	25	40	1000	8	1220.00	9760.00
		Typist, Clerk	25	30	750	46	940.00	43,240.00
Utica, NY	Utica School of Commerce, 14-24 Bank Place							

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MDTA - Manpower Development and Training Act  
Individual Referral Projects Approved  
Fiscal Year July 1, 1972 to June 30, 1973

Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Utica, NY	Utica School of Commerce, 14-24 Bank Place	Typist, Clerk	25	10	250	2	\$ 333.00	\$ 666.00
		Secretary, Legal	25	48	1200	3	1395.00	4185.00
		Secretary, Medical	25	48	1200	7	1425.00	9975.00
		Secretarial (Secretary Subjects)	25	48	1200	6	1395.00	8370.00
		Stenographer	25	40	1000	12	1165.00	13,980.00
Utica, NY	Utica School of Practical Nursing, 405 Wetmore Street	Nurse, Lic. Prac.	30/40	35	1400	2	95.00	190.00
		Practical Nursing	30/40	35	1400	3	380.00	1140.00

**MDTA - Manpower Development and Training Act**  
**Individual Referral Projects Approved**  
**Fiscal Year July 1, 1972 to June 30, 1973**

Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Hempstead, NY	Vocational Education and Extension Board, 61 Grove Street	Refrig. (ond. Mech.	35	16	560	1	\$ 700.00	\$ 700.00
Hempstead, NY	Vocational Education and Extension Board, 67A Nichols Court	Nurse, Lic. Prac.	35	42	1442	7	1679.15	11,754.05
Hempstead, NY	Vocational Education and Extension Board, 404 Peninsula Blvd.	Heating/Air-Cond.	36	30	1077	4	-0-	-0-
								152



**MDTA - Manpower Development and Training Act**  
**Individual Referral Projects Approved**  
**Fiscal Year July 1, 1972 to June 30, 1973**

Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Watertown, NY	Watertown School of Commerce, 153 J.B.Wise Place	Clerk, General	25	36	900	1	\$ 1700.00	\$ 1700.00
Alfred, NY	Wellsville Division of Alfred Agricultural and Technical College.	Diesel Mechanic	25/20	36	900	1	400.00	400.00
White Plains, NY	Westchester Business Institute, 16 Bank Street	Bookkeeper	25	40	1050	1	1605.00	1605.00
Jamaica, NY	Wilfred Academy, 91-14 Merrick Blvd.	Cosmetologist	35	29	1000	2	1250.00	2500.00
New York, NY	Wilfred Academy, 1657 Broadway	Cosmetologist	35	29	1000	2	1123.75	2247.50
Patchogue, NY	Wilfred Academy Beauty Culture at Patchogue, 21 No. Ocean Ave.	Cosmetologist	35	29	1000	3	695.00	2085.00
		Cosmetologist	35	31	1000	6	795.00	4770.00

MDTA - Manpower Development and Training Act  
Individual Referral Projects Approved  
Fiscal Year July 1, 1972 to June 30, 1973

Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs		Total
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee		
Riverhead, NY	Wilfred Academy of Beauty Culture at Riverhead, 26 W. Main Street	Cosmetologist	40	25	1000	1	\$ 795.00	\$ 795.00	154
		Clerk, Gen. Off.	35	30	1000	1	1590.00	1590.00	
Rochester, NY	World Institute of Business, 800 Powers Bldg.	Secretary	25	40	1000	1	1590.00	1590.00	

TABLE XII

STP - State Training Program  
Individual Referral Projects Approved  
Fiscal Year July 1, 1972 to June 30, 1973

Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs	
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total
Brooklyn, NY	Adelphi Business School, 1712 Kings Highway	Accounting Clerk	25	42	1050	1	\$ 1512.00	\$ 1512.00
New York, NY	Apex Technical School 222 Park Avenue South	Air-Conditioning & Refrigeration	25	20	500	5	1775.00	8875.00
		Refrigeration Mechanic	27	21	542	14	1901.00	26,614.00
New York, NY	Delehanty Institute 5-01 46 Road, L.I.	Auto Mechanic	30	30	900	1	1750.00	1750.00
New York, NY	Delehanty Institute 229 Park Avenue South	Architectural Drafting	27½	35	912	1	672.65	672.65
New York, NY	Eastern School for Physicians Aides 85 5th Avenue	Medical Lab. Asst	33½	52	1500	1	2495.00	2495.00
New York, NY	Manhattan Technical Institute, 154 West 14th Street	Architectural Drafting w/Basic Math.	30	38	1150	1	1239.00	1239.00
New York, NY	Midtown School of Business 19 West 44th Street	Bookkeeper II	25	52	1300	3	1481.00	4443.00

STP - State Training Program  
Individual Referral Projects Approved  
Fiscal Year July 1, 1972 to June 30, 1973

Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs		156
			Hrs. Wk.	Instr. Wks.	Total Hrs.		Per Trainee	Total	
Bronx, NY	Monroe Business Institute 115 E. Fordham Rd.	Accountant	25	52	1300	1	\$ 1351.50	\$ 1351.50	
		Accountant	25	52	1300	1	1605.00	1605.00	
		Accountant	25	52	1300	2	1625.00	3250.00	
		Accountant w/H.S.Eq.	25	52	1350	1	1762.50	1762.50	
		Bookkeeper	25	52	1300	1	1480.00	1480.00	
		Machinist	30	40	1200	1	1980.00	1980.00	
New York, NY	New York City Adult Training Center, 45 Livingston Street								
New York, NY	New York Institute of Dietetics 154 W. 14th Street	Manager, Catering	25	44	1100	1	1737.00	1737.00	
New York, NY	New York School of Mechanical Dentistry, 205-09 W. 19th Street	Dental Lab. Tech.	25	46	1000	3	750.00	2250.00	
New York, NY	Printing Trades School, 222 Park Avenue South	Offset Pressman	30	10	300	5	1454.00	7270.00	
New York, NY	RCA Institute, 320 W. 31st Street	Offset Pressman	30	34	1000	9	2566.50	23,098.50	
		Offset Pressman	30	44	1300	4	4020.50	16,082.00	
		TV-Radio Repairman	25	34	840	3	1523.00	4569.00	
		TV-Radio Repairman	25	45	1120	1	2028.00	2028.00	
		TV-Radio Repairman	25	45	1120	1	2023.00	2023.00	

STP - State Training Program  
Individual Referral Projects Approved  
Fiscal Year July 1, 1972 to June 30, 1973

Location of School	Name of School	Occupational Title	Course Data			No. of Trainees	Tuition Costs Per Trainee	Tuition Costs Total
			Hrs. Wk.	Instr. Wks.	Total Hrs.			
New York, NY	Roberts Technical and Trades School, 517 W. 57th Street	Auto-Body Repairman	30	22	658	1	\$ 1504.15	\$ 1504.15
		Auto Mechanic	30	34	1000	2	1366.00	2732.00
New York, NY	Sadie Brown's Collegiate Institute, 501 Madison Avenue	Bookkeeper	25	40	1000	5	1600.00	8000.00
		Floor Covering Layer	35	25	800	1	1220.00	1220.00
New York, NY	Upholstery Trades School, 721 Broadway	Furniture Upholstery	30	35	1000	2	1440.00	2880.00
					Grand Total----	72		\$134,423.30

## **APPENDIX B**

### **GUIDELINES FOR DEVELOPING JOINT COUNSELING PLANS FOR MDTA SKILLS CENTERS**

## GUIDELINES FOR DEVELOPING JOINT COUNSELING PLANS FOR MDTA SKILLS CENTERS

**Purpose of Guidelines:** These guidelines have been prepared as an aid to local education agency and Employment Service staffs to develop Joint Counseling Plans for the delivery of guidance and counseling services in MDT Base Funded Skills Centers.

The development of these guidelines is based on the philosophy that quality Skills Center Counseling Programs can be achieved best through a carefully devised and articulated counseling plan which utilizes a team approach.

### I. The Need for Joint Guidance and Counseling Services

The concept of a team approach to the delivery of guidance services is based upon an assessment of the needs of trainees enrolled at Skills Centers. These needs are seen as falling into three prime categories. Those which are (1) training related, (2) personal-social related, and (3) employment related.

### II. Goals of MDT Counseling

The primary goal of the counseling effort should result in a trainee successfully securing and maintaining employment in an occupation related to the training he has received. To accomplish this, the trainee should be able to:

- . formulate a viable personal career plan consistent with his known vocational interests, abilities, and limitations
- . acquire a viable set of job seeking strategies and demonstrate an ability to put these into practice
- . demonstrate acceptable work habits, attitudes, knowledges, and behaviors which can be utilized in securing and maintaining employment
- . apply academic and vocational skills necessary to securing vocational training and employment
- . objectively analyze reasons for past academic successes and failures with an ability to modify behavior where required
- . demonstrate socially acceptable behavior in the training setting, including good attendance, efficient use of time, and productive study habits
- . identify and utilize appropriate alternative educational opportunities and resources outside of the immediate program
- . resolve home and family problems which interfere with the training program

- . utilize community health, social, legal, and recreational agencies as needed
- . acquire interpersonal communications skills
- . apply decision making and problem-solving strategies to conflict situations

### III. Counseling Responsibilities and Functions

If the above objectives are to be achieved in any measure, emphasis in each Skills Center plan must be upon developing and maintaining communications among members of the trainee basic support team - the instructors plus local education agency and Employment Service Counselors. This presupposes:

- A. a clear understanding of the primary responsibility and functions which can best be performed by each or both of the education and Employment Service counselors
  - B. the method by which any overlapping counseling functions may be assigned in order to avoid duplication and trainee confusion
  - C. a careful consideration of the time frame by which the counseling team concept is to be implemented within the training sequence
- A. The Employment Service Counselor's primary responsibilities to the trainee are:
- . Selection and Employability Development Planning - to thoroughly assess his occupational assets and limitations using appropriate Employment Service tools (GATB, achievement testing, etc.). The trainee should receive sufficient guidance to insure his reaching a sound decision concerning the type and mode of training which would best match with his own potential and interests and which would most realistically enhance his chances of finding work. The Employability Development Plan (EDP) should be constructed by the Employment Service counselor and should clearly substantiate the reasoning behind the client's training choice.
  - . Employability Development Plan Reassessment and Continuing Vocational Exploration - to assist in the reevaluation of his individual vocational plan in the light of on-going training experiences. In cases where the plan (EDP) is proven to be appropriate in the first instance, the Employment Service Counselor must be responsible for insuring that his client is able to identify alternative occupational assets which he may someday need in a changing labor market.



- . Occupational and Labor Market Information Dissemination - to provide information on occupations which are related functionally to the training which is being given (e.g., task transferability, job families, etc.). Significant data on current labor market conditions should also be supplied.
  - . Trainee Re-Direction - to foster re-direction activities in cases where the trainee and the Education staff, after careful observation and evaluation have determined that further training of the current type is inappropriate for the trainee.
  - . Placement Preparations - Working independently or together with the Employment Service Interviewer, to assist the trainee to make appropriate decisions concerning specific work settings and locations and to assist him in developing effective job-getting skills.
  - . Follow-Up - Working independently or together with other designated Employment Service personnel and education staff to provide placement follow-up data and services.
- B. The Education Agency Counselors' primary responsibilities to the trainee are:
- . Providing assistance to remove or reduce the level and frequency of personal problems which interfere with training which significantly restrict the full attainment of training objectives
  - . Instilling Self-Management Skills - to assist in the development of more efficient time-budgeting techniques
  - . Administering and Interpreting Education Test Results
  - . Providing a total picture of the program; the opportunities it presents, the resources available, and the methods for achieving and succeeding
  - . Providing assistance to develop an ability to communicate effectively with others, to sharpen decision making skills, and to apply problem solving techniques to training and life situations
  - . Providing assistance to adjust to the training situation and environment
- C. Shared Responsibilities to be Assumed by One or Both Agency Counselors

Many trainees have counseling problems which can be handled by either education or Employment Service Counselors such as:

- . Poor motivation and attendance

- . Emotional and social maladjustments
- . Need for referral to other agencies

When both Local Education Agency and Employment Service counselors are deemed able to provide the required counseling service, Local Education and Employment Service administrators should specifically assign functions to one or the other counselor in order to avoid duplication and trainee confusion. Factors which may be considered in assigning functions are (1) the competencies of the individual counselors, (2) the degree of counselor/trainee rapport, and (3) staff availability.

D. The Counseling Team in the Training Sequence

Local plans must clearly indicate the methods by which Employment Service and Education counseling staffs will develop a team approach to achieving trainee goals. The following approaches should be considered:

- . Initial Joint Review of Records - Trainee records forwarded by the Employment Service offices should be reviewed and jointly acted upon by Education and Employment Service counselors. This should be accomplished immediately at the time of referral in order to provide early identification of trainees with problems and for feed-in to the instructional staff. The counselors should decide who is to make the initial contact with the trainee and how information from this contact is to be fed to his teammates in order to avoid repetition.
- . Orientation - During the orientation or initial phase of training it is suggested that the Joint Counseling team introduce themselves to trainee groups, carefully explaining respective roles and joint functions.
- . Joint Counseling Records - If counselors are to function as a team they should have free access to the counseling records of both agencies. Test interpretations will be made available. Where possible, a single counseling folder should be maintained with input from all counselors.
- . Periodic Trainee Evaluation Conferences - The prime objective of the Trainee Evaluation Conference is to provide a comprehensive picture of each trainee's status and to allow the trainee and his support team to modify the Employability Development Plan as appropriate. These sessions allow instructors and counselors to further identify trainee problems and to determine which counselor should most appropriately work with the given trainee. If both are working concurrently with the same trainee there should be mutual agreement as to which counselor is responsible for

specified outcomes, and how information gained is to be fed-back to other team members, particularly the classroom instructors. These staff conferences should be held at least once a month.

Trainees who may require little or no counseling should be identified early, in order that "routine counseling" be avoided. Where the trainee requires supportive services, "dual" counseling should be limited. An evaluation session should be held several weeks before the trainee graduates. At this point, the support team, using all available data, should be working intensively with the trainee to prepare him for placement.

- . Counseling Case Conferences and Workshops - In addition to formal evaluation sessions involving classroom instructors, counseling case conferences should be an integral part of the schedule of both agency's staff, including periodic workshops to discuss professional concerns and/or the problems of team operation.

#### IV. Evaluation and Supervision

- A. For each of their respective areas of responsibility, counselors must be required to utilize recognized assessment techniques and instruments to determine whether, and to what degree, trainee outcomes were attained.
- B. The joint plan should include adequate administrative supervision to insure quality services to trainees. It should carefully define areas of cooperative administrative and supervisory effort, e.g.:
  - . Procedures and schedules for joint Education (1) record reviews and (2) periodic case load evaluations
  - . Provision for supervisory attendance at case conferences and trainee evaluation conferences
  - . Contingency plans for supervisory input to resolve conflicts or disagreements which may arise among counselors
  - . Provision for supervisory input into joint inservice staff training
- C. The plan should carefully spell out the reporting and dissemination practices which will be most effective. Provision must be made to insure that the outcomes of the counseling effort are shared with all those concerned: trainees, administrators, instructors, and other supportive members.
- D. Local Joint Counseling Plans must be prepared by all Base Funded Skills Centers. Completed plans must, in the future,

be a specific attachment to all project proposal submittals. These will be carefully reviewed and evaluated by a State level interagency committee to determine their acceptability.

Approved plans should be amended periodically in light of experience and changing needs.

# Rating Criteria for MDTA Skills Centers Joint Counseling Plans

Criteria	Rating					Criteria	Rating				
	1	2	3	4	5		1	2	3	4	5
1. Development: The joint counseling plan reflects cooperative development by E.S. and L.E.A. personnel.						9. Time Frame: A time frame for implementing the counseling team concept within the training sequence is identified.					
2. Articulation: The plan provides for articulation between E.S. and L.E.A. counselors.						10. Methodology: The plan clearly indicates the approaches to be used for attaining the trainee outcomes.					
3. Team Approach: The plan utilizes a team approach.						11. Cooperation: The plan provides for Joint L.E.A. - E.S. review of records, staff orientation, access to counseling records, evaluation conferences, case conferences and workshops.					
4. Trainee Needs: The counseling plan is based upon an assessment of training related, personal-social and employment related needs.						12. Evaluation: Counselors for their respective areas of responsibility utilize recognized assessment techniques and instruments to determine whether and to what degree trainee outcomes were attained.					
5. Trainee Outcomes: The plan specified expected trainee outcomes resulting from the delivery of guidance services.						13. Administrative Supervision: The plan defines areas of cooperative administrative and supervisory efforts.					
6. Employment Service Counselor Responsibilities: The plan describes the Employment Service counselor's primary responsibilities.						14. Reporting and Dissemination: The plan clearly spells out practices and procedures for sharing the outcomes of the counseling team's effort with other staff.					
7. Education Agency Counselor Responsibilities: The plan describes the Education Agency counselor's primary responsibilities.						Date of Evaluation _____ Signature of Evaluator(s): _____ _____					
8. Assignment of Functions: Methods for assigning counseling functions to avoid duplication and trainee confusion are identified.											

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DEOBLIGATIONS  
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TABLE I  
MDTA PROJECT DEOBLIGATIONS  
FISCAL YEAR 1973  
(Period Covered July 1, 1972 - June 30, 1973)

<u>Project Number</u>	<u>Occupation Title</u>	<u>Training Agency</u>	<u>Original Approved Budget</u>	<u>Revised Budget</u>	<u>Amount Deobligated</u>	<u>Date of Deobligation</u>
(K)3202	Multioccupations	N.Y.C. Rikers Island	\$ 192,945	\$ 170,45	\$ 22,000	2/28/73
(A)3401	Welding Occupations	AIRCO - Brooklyn	202,848	193,549	9,299	4/20/73
(R)3036	Auto Mech./Gas Engine Repairman	SUNY Ag. & Tech. at Farmingdale	90,276	76,045	14,231	4/19/73
(QM)3006-000	Multioccupations	Albany Bd. of Ed.	663,523	660,011	3,512	5/23/73
(QM)3006-000	Multioccupations	Albany Bd. of Ed.	660,011	657,161	2,850	6/4/73
(R)3011	Clerk/Typist	Suffolk #3 BOCES	125,696	124,696	1,000	5/23/73
(QM)3019-000	Multioccupations	Nassau County VEEB	412,160	407,860	4,300	5/23/73
(P)3039	LPN	Johnstown BOCES	40,000	39,000	1,000	4/19/73
(R)3037	Adult Basic Ed., Employ. Orient.	Suffolk #1 BOCES	76,120	62,986	13,134	4/17/73
(R)3035	Auto Mech. and Small Eng. Rep.	Suffolk #1 BOCES	74,797	73,726	1,071	4/17/73
(QM)2011	Multioccupations	White Plains Bd. of Ed.	90,128	56,354	33,774	6/27/73
(QM)2019	Multioccupations	Binghamton	78,759	56,701	22,058	6/4/73
<b>Total</b>			<u>\$2,707,263</u>	<u>\$1,919,024</u>	<u>\$128,229</u>	

TABLE II

## MDTA PROJECT DEOBLIGATIONS

FISCAL YEAR 1972

(Period Covered July 1, 1971 - June 30, 1972)

Project Number	Occupation	Training Agency or Location	Previous App'd. Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
(CM)0614B	Multi	Rochester BOE	\$ 109,673	\$ 105,350	\$ 4,323	12/19/72
			105,350	100,452	4,898	1/26/73
(QM)2003	Multi	Utica BOE	563,007	554,507	8,500	12/14/73
( X )2004	Clerk/Typist	Suffolk #2 BOCES	109,529	104,441	5,088	12/27/72
			104,441	102,786	1,655	5/22/73
(QM)2007	Multi	Albany BOE	603,131	596,351	6,780	12/19/72
			596,351	594,351	2,000	6/27/73
( R )2008	LPN	Albany BOE	17,166	16,166	1,000	12/20/72
(QM)2009	Multi	Syracuse BOE	557,562	550,062	7,500	1/23/73
( P )2010	LPN	Syracuse BOE	39,099	34,000	5,099	2/21/73
(QM)2011	Multi	White Plains BOE	653,515	619,741	33,774	4/27/73
( R )2013	LPN	Buffalo BOE	35,985	32,985	3,000	3/27/73
			32,985	32,075	910	6/27/73
( R )2015	Auto Body Rpm.	Nassau VEEB	22,951	21,440	1,511	8/18/72
( R )2016	Auto Mechanic	Nassau VEEB	22,710	21,083	1,627	8/28/72
( P )2017	LPN (Waiver)	SUNY Urban Center Brooklyn	16,173	16,133	40	1/24/73
( R )2018	LPN	Suffolk #1 BOCES	63,809	59,809	4,000	10/16/72
			59,809	53,250	6,559	6/1/73



TABLE 11 (con't)

Project Number	Occupation	Training Agency or Location	Previous Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
(QM)2019	Multi	Broome Cty. BOCES	\$ 536,081*	\$ 531,960	\$ 4,121	12/27/72
			610,719	590,448	20,271	4/17/73
( R )2020	LPN	Nassau VEEB	590,448	568,390	22,058	6/4/73
			146,886	118,153	28,733	1/12/73
( R )2021	LPN	Poughkeepsie BOE	57,057	54,057	3,000	1/17/73
( R )2022	LPN	Suffolk #3 BOCES	140,427	127,784	12,643	2/6/73
(QM)2023	Multi	Rochester BOE	472,698	431,349	41,349	12/18/72
( R )2025	Heating & A/C Serv.	Nassau VEEB	41,295	39,134	2,161	1/12/73
( R )2026	Auto Mechanic	Suffolk #1 BOCES	40,332	39,832	500	1/12/73
			39,832	39,500	332	6/11/73
( R )2027	B.E. for Sp. Sreak. Persons	Suffolk #3 BOCES	21,413	18,719	2,694	2/6/73
( R )2028A	Autobody Reprn.	Suffolk #3 BOCES	20,982	20,125	857	2/6/73
( R )2029	TV Serv. Reprn.	Nassau VEEB	38,777	36,327	2,450	1/12/73
( R )2033	Auto Mechanic	Newburgh BOE	22,635	21,244	1,391	12/1/73
			21,244	20,621	623	3/6/73
(TR)2035	TV Serv. & Reprn.	Utica BOE	9,930	8,730	1,200	12/13/72
(TR)2036	H.H. Appl. Reprn.	Utica BOE	11,029	9,129	1,900	12/13/72
( R )2039	B.E. & Employ. Orient.	Nassau VEEB	28,745	27,865	880	10/17/72

\* +\$38,590 + \$40,169 additional funding

TABLE 11 (con't)

Project Number	Occupation	Training Agency or Location	Previous App'd Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligation	Date of Deobligation
( R )2040	Law Enforcement	NYC Police Dept.	\$ 115,216	\$ 48,007	\$ 67,207	5'22'73
(QM)2041	Multi	Buffalo BOE	494,359	471,959	22,400	5'29'73
( R )2042	LPN	Buffalo BOE	46,882	41,480	5,402	5'23'73
( A )2401	Welding	NYC AIRCO	488,582	466,835	21,747	2'16'73
( A )2403	Gasoline Eng. Repm.	St. Lawrence Cty. BOCES	18,237	14,988	3,249	10'26'72
(AU)2998	Auto Emission	Buffalo BOE	13,557	11,771	1,786	5'18'73
(AU)2999	Auto Emission	Syracuse BOE	11,171	9,171	2,000	5'30'73
36-2-3331 -000	Prevocational	Training Resources for Youth	40,262	39,150	1,112	1'30'73
		TOTAL '72	\$ 5,709,620	\$ 5,339,290	\$ 370,330	

TABLE III

## MDTA PROJECT DEOBLIGATIONS

FISCAL YEAR 1971

(Period Covered July 1, 1970 - June 30, 1971)

Project Number	Occupation	Training Agency or Location	Previous App'd. Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
(FP)1003	LPN (Waiver)	Utica BOE	\$ 4,286	\$ 4,108.45	\$ 177.55	8/24/72
(FP)1004	LPN	SUNY Urban Center Brooklyn	11,868	11,183.09	684.91	8/23/72
(QM)1006	Multi	Utica BOE	307,378	304,732.30	2,645.70	8/24/72
(QM)1007	Multi	Syracuse BOE	406,130	381,139	24,991	3/29/73
(R)1011	B.E. & Orient.	Nassau VEEB	63,119	60,625	2,494	2/12/73
(R)1016	Basic Ed. for Sp. Speak. Persons	Nassau VEEB	58,152	55,066	3,086	8/10/72
(R)1017	BE for Sp. Speak. Persons	Suffolk #3 BOCES	12,808	12,645.24	162.76	8/3/72
(TR)1018	Tractor Trailer Truck Driver	Syracuse BOE	16,083 14,000	14,000 12,278	2,083 1,722	2/21/73 6/27/73
(QM)1028	Multi	Buffalo BOE	572,881	551,731	21,150	7/5/72
(R)1031	Keypunch Oper.	Syracuse BOE	22,438	19,000	3,438	2/21/73
(P)1033	High School Equiv.	Orange Cty. Community College	3,713	3,710.48	2.52	8/24/72
(R)1034	Dental Assistant	Ogdensburg BOE	12,344	11,594.69	749.31	11/3/72
(P)1039	LPN	Syracuse BOE	54,073 52,500	52,500 48,665	1,573 3,835	2/21/73 6/27/73

TABLE III (con't)

Project Number	Occupation	Training Agency or Location	Previous App'd. Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
( R ) 1043	Prevocational Adjust.	NYC BOE	\$ 251,122	\$ 216,812	\$ 34,310	10/25/72
( R ) 1044	Meat Cutter	NYC BOE	28,833	21,999	6,834	4/9/73
( R ) 1046	Auto Mechanic	Newburgh BOE	19,236	18,794	442	3/6/73
( P ) 1048	LPN	Albany BOE	1,100	912.47	187.53	8/24/72
( A ) 1402	Welding	NYC AIRCO	327,289	319,156.01	8,132.99	8/24/72
( A ) 1403	Clerk, General	Montgomery Cty. BOCES	8,632	7,848.46	783.54	8/23/72
(CM) 1637	Multi, CEP	NYC BOE, CUNY, Private Schools	158,779	113,855	44,924	6/25/73
TOTAL '71			\$ 2,340,264	\$ 2,175,855.19	164,408.81	

TABLE IV

## MDTA PROJECT DEOBLIGATIONS

FISCAL YEAR 1970

(Period Covered July 1, 1969 - June 30, 1970)

Project Number	Occupation	Training Agency or Location	Previous App'd. Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
(QM)0005	Multi	Utica BOE	\$ 694,529	\$ 628,482.91	\$ 66,046.09	8'24'72
(QM)0009	Multi	Syracuse BOE	695,571	669,125.09	26,445.91	8'23'72
(QM)0013	Multi	Binghamton BOE	463,779.20	455,895.06	7,884.14	11/2'72
( R )0019	Clerk/Typist, Stenographer	Cortland Tompkins Community College	44,300	38,898.44	5,401.56	11/2'72
(QM)0020	Multi	Buffalo BOE	472,441	425,143	47,298	7/5'72
(QM)0021	Multi	Rochester BOE	570,859	481,887	88,972	11/2'72
( R )0025	LPN	Watertown BOE	58,315	58,312.33	2.67	11/2'72
( R )0031	Auto Mechanic/ Auto Body	Nassau VEER	44,573.65	42,967.02	1,606.63	11/2'72
( P )0038	Recreation Leader	NYC University	72,827	70,682	2,145	1/2'73
(EM)0039	Health Services Occup.	NYC Health Serv. Administration	495,133	457,133	38,000	1/15'73
(QM)0042	Multi	NYC BOE, Private Schools	3,746,497 3,458,282	3,458,282 3,405,965	288,215 52,317	12/7'72 2'6'73
( R )0045	H.H. Appl. Repm., Driver Ed.	Suffolk #3 BOCES	36,651	31,625.87	- 5,025.13	8'23'72
( R )0047	Patrolman	NYC BOE	175,000	135,994	39,006	11/3'72

TABLE IV (con't)

Project Number	Occupation	Training Agency or Location	Previous App'd. Federal Allocation	Federal Alloc. after Deobligation	Amount obligated	Date of Deobligation
( P)0049	Prod. Machine Oper.	Schenectady BOE	\$ 12,357	\$ 11,741.53	\$ 615.47	8/23/72
( R)0050	Clerical Occup.	Poughkeepsie BOE	50,597	30,987.84	19,609.16	8/23/72
( R)0051	Draftsman, Detail	Utica BOE	17,297	15,604.68	1,692.32	8/23/72
( P)0053	Automotive, Upgrading	Syracuse BOE	29,588	28,634	954.	1/2/73
( P)0054	LPN	Syracuse BOE	86,749	61,506.78	25,242.22	8/24/72
( R)0057	Insurance Rater	Syracuse BOE	17,704	16,478	1,226	11/30/72
( R)0058	Electronic Mech.	Utica BOE	14,435	14,271.53	163.47	8/24/72
( P)0061	Metal Trades (Upgrade)	Syracuse BOE	56,893	50,568	6,325	1/2/73
( R)0062	Prod. Machine Oper.	Clinton, Essex Cty. BOCES	83,842	48,073.74	35,768.26	8/24/72
(CM)0614	Multi, CEP	Rochester BOE	267,745	226,448.81	41,296.19	11/2/72
(CM)0616	CEP Multi Occup.	NYC BOE, Private Schools	350,587	333,215	17,372	3/30/73
( A)0402	LPN	Herkimer Cty. BOCES	47,204	38,152.40	9,051.60	8/23/72
NAB 0-4201	Career Exploration	NYC BOE	50,000	49,536.47	463.53	
(AU)0-4205	Auto Emission	Syracuse BOE	20,000	17,800	2,200	2/21/73
(AU)0-4206	Auto Emission	Buffalo BOE	24,911 22,011	22,011 21,449	2,900 562	12/6/72 3/28/73

TABLE IV (con't)

Project Number	Occupation	Training Agency or Location	Previous App'd. Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
(AU)0-4207	Auto Emmission	NYC Bronx Community College	\$ 43,358	\$ 43,214	\$ 144	3/27/73
TOTAL '70			\$ 8,743,742.85	\$ 7,909,792.50	\$ 833,950.35	

TABLE V

MDTA PROJECT DEOBLIGATIONS  
FISCAL YEAR 1969  
(Period Covered July 1, 1968 - June 30, 1969)

Project Number	Occupation	Training Agency or Location	Previous App'd. Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
349-300-1000	Cook, Apprentice	Binghamton BOE	\$ 6,367	\$ 5,233.28	\$ 1,133.72	8/24/72
(QM)9009	Multi	Binghamton BOE	402,257	340,497.81	61,759.19	11/3/72
(QM)9018	Multi	Buffalo BOE	425,303	380,782.20	44,520.80	8/24/72
(QM)9021	Multi	Utica BOE	404,641	390,938.52	13,702.48	8/23/72
(QM)9036	Multi	NYC BOE	<u>3,316,021</u>	<u>2,320,345.71</u>	<u>995,675.29</u>	8/23/72
		TOTAL '69	\$ 4,554,589	\$ 3,437,797.52	\$1,116,791.48	



TABLE VI

MDTA PROJECT DEOBLIGATIONS  
FISCAL YEAR 1968

(Period Covered July 1, 1967 - June 30, 1968)

Project Number	Occupation	Training Agency or Location	Previous Federal Allocation	Federal App'd. After Deobligation	Amount Deobligated	Date of Deobligation
J8-315	Basic Ed., Various Occu	Fulton Montgomery Community College	\$ 69,670	\$ 37,029.82	\$ 32,640.18	8/23/72
8-969	Inhalation Therapist	NYC BOE	115,813	62,659.97	53,153.03	8/24/72
8-974-000	Various Multi	NYC BOE, Private Schools	82,849	64,868.88	17,980.12	8/24/72
		TOTAL '68	\$ 268,332	\$ 164,558.67	\$ 103,773.33	

TABLE VII

## WIN PROJECT DEOBLIGATIONS

FISCAL YEAR 1973

'Period Covered July 1, 1972 - June 30, 1973)

Project Number	Occupation	Training Agency or Location	Previous App'd. Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
211-EO-7273	Employ. Orient.	Albany BOE	\$ 6,743	\$ 675	\$ 6,068	2/16/73
221-EO-73	Employ. Orient.	Utica BOE	12,205	10,705	1,500	1/8/73
261-EO-7273	Employ. Orient.	SUNY at Farmingdale	23,482	21,774	1,708	12/27/72
261-GED-1-73	High School Equiv.	Suffolk #3 BOCES	55,730	45,884	9,846	2/6/73
262-EO-7273	Employ. Orient.	Nassau BOCES	37,891	32,000	5,891	1/24/73
271-EO-7273	Employ. Orient.	Buffalo BOE	19,438	12,438	7,000	4/2/73
272-EO-73	Employ. Orient.	Niagara Falls BOE	9,155	5,855	3,300	3/28/73
281-EO-7273	Employ. Orient.	White Plains BOE	11,132	-0-	11,132	1/24/73
TOTAL '73			\$ 175,776	129,331	\$ 46,445	

TABLE VIII

## WIN PROJECT DEOBLIGATIONS

FISCAL YEAR 1972

(Period Covered July 1, 1971 - June 30, 1972)

Project Number	Occupation	Training Agency or Location	Previous App'd. Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
211-EO-72	Employ. Orient.	Albany BOE	\$ 9,942	\$ 9,805	\$ 137	12/20/72
211-72-02	LPN	Albany BOE	10,062	9,162	900	12/20/72
211-72-03	LPN	Albany BOE	30,718	29,968	750	4/3/73
221-EO-72-2	Employ. Orient.	Utica BOE	10,071	9,466	605	8/8/72
221-72-01/06	Mini-Multi	Utica BOE	77,602	74,002	3,600	12/1/72
241-72-01	Clerical Occup.	Syracuse BOE	39,612	36,000	3,612	2/14/73
241-72-02M	Mini-Multi	Syracuse BOE	40,153	38,000	2,153	2/16/73
251-GED-72	High School Equiv.	Rochester BOE	39,961	36,405	3,556	8/21/72
251-72-01	LPN	P. chester BOE	51,223	49,754	1,469	3/5/73
261-EO-72	Employ Orient	SUNY at Farmingdale	35,821	35,361	460	1/12/73
261-LPN-7203	LPN	Suffolk #3 BOCES	55,929	27,865	28,064	2/8/73
262-71/2-3	LPN	Nassau VEEB	228,715	201,806	26,909	1/12/73
271-EO-71/72	Employ. Orient.	buffalo BOE	46,639	41,979	4,660	4/19/73
271-72-02	Clerk Typist	Buffalo SUNY Urban	16,258	15,258	1,000	4/23/73
271-72-03	LPN	Buffalo BOE	43,738	39,738	4,000	4/2/73
271-72-06	Insurance Rater	Buffalo BOE	16,275	14,910	1,365	3/27/73

TABLE VIII (cont)

Project Number	Occupation	Training Agency or Location	Previous app'd. Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
271-72-07M	Mini-Multi	Buffalo BOE	\$ 46,280	\$ 43,680	\$ 2,600	6/18/73
272-CED-72	High School Equiv.	Niagara Falls BOE	<u>14,247</u>	<u>11,550</u>	<u>2,697</u>	5/14/73
		TOTAL '72	\$ 813,246	\$ 724,709	\$ 88,537	

TABLE IX

## WIN PROJECT DEOBLIGATIONS

FISCAL YEAR 1971

(Period Covered July 1, 1970 - June 30, 1971)

Project Number	Occupation	Training Agency or Location	Previous Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
211-EO-71	Employ. Orient.	Albany BOE	\$ 7,615	\$ 7,284.96	\$ 330.04	9/5/72
241-71-01	Clerk/Typist, Keypunch Oper.	Syracuse BOE	31,597	26,830	4,767	3/16/73
241-71-02	LPN	Syracuse BOE	35,406 32,000	32,000 31,436	3,406 564	2/16/73 6/27/73
251-71-01	LPN	Rochester BOE	48,798	45,049	3,749	6/26/73
251-ABE-71	ABE	Rochester BOE	66,639	48,874	17,765	4/25/73
251-GED-71	High School Equiv.	Rochester BOE	34,098	24,918	9,180	4/25/73
271-71-01	LPN	Buffalo BOE	67,128	63,335	3,793	10/12/72
271-71-03	Office Girl, Gen. Clk. Clk/Typist	Buffalo BOE	24,063	21,469	2,594	9/8/72
271-71-05	Stenographer	Buffalo Urban Center	18,258	18,003	255	8/18/72
271-71-06	LPN	Buffalo BOE	39,478	37,664	1,814	11/16/72
271-71-08	LPN	Buffalo BOE	108,157 101,457	101,457 99,345	6,700 2,112	9/8/72 6/18/73
271-71-09	Nurse Aide/Orderly	Buffalo BOE	18,026	16,380	1,646	3/27/73
271-71-10	Clerk/Typist	Buffalo BOE	22,590	21,265	1,325	6/21/73
271-71-12	Auto Mechanic	Buffalo BOE	24,816	22,085	2,731	6/18/73

TABLE IX (con't)

Project Number	Occupation	Training Agency or Location	Previous App'd. Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
271-EO-7071	Employ. Orient	Buffalo BOE	\$ 37,433	\$ 31,455	\$ 5,978	9/8/72
272-EO-7102	Employ. Orient	Niagara Falls BOE	15,980	15,977.86	2.14	9/5/73
281-71-01	Case Aide	White Plains BOE	40,546	36,070	4,476	7/6/72
281-3-ABE-71 ABE		New Rochelle BOE	17,989	10,687	7,302	5/18/73
465-71-01	Specifics	NYC BOE	1,082,737	952,737	130,000	7/7/72
			952,737	885,882	66,855	5/21/73
465-71-02	Prevocational	NYC BOE	1,257,971	1,082,971	175,000	8/28/72
			1,082,971	961,929	121,042	4/27/73
465-71-07	Meat Cutter	NYC ROE	32,970	26,166	6,804	4/18/73
		TOTAL '71	\$ 3,032,295	\$ 2,452,104.82	\$ 580,190.18	

TABLE X

## WIN PROJECT DEOBLIGATIONS

FISCAL YEAR 1970

(Period Covered July 1, 1969 - June 30, 1970)

Project Number	Occupation	Training Agency or Location	Previous App'd. Federal Allocation	Federal Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
271-70-02	LPN	Buffalo BOE	\$ 64,198	\$ 60,515.08	\$ 3,682.92	
		TOTAL '70	\$ 64,198	\$ 60,515.08	\$ 3,682.92	

TABLE XI

SMTA PROJECT DEOBLIGATIONS  
FISCAL YEAR 1971

(Period Covered July 1, 1970 - June 30, 1971)

Project Number	Occupation	Training Agency or Location	Previous App'd. State Allocation	State Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
991502	Patrolman (Gov't. Service) entry	NYC BOE	\$ 223,000	\$ 174,656	\$ 48,344	2/27/73
991516	LPN	NYC BOE	296,404	241,703	54,701	
991521	LPN	Orange Cty. BOCES	37,889	36,849.14	1,039.86	12/26/72
991524	Air Conditioning and Refrigeration	Nassau VEEB	42,567	38,270	4,297	10/6/72
991530	Adult Basic Ed.	Suffolk I BOCES	39,360	39,350.79	9.21	11/1/72
991536	LPN	Ulster Cty. BOCES	28,290	26,827	1,463	5/18/73
991538	Auto Mechanic	Newburgh BOE	28,598	23,841.34	4,756.66	8/2/72
991542	LPN	Buffalo BOE	82,611	76,749	5,862	12/4/72
991543	TV Serviceman & Repm.	Nassau Cty. VEEB	47,582	42,802	4,780	10/25/72
991548	LPN	Monticello BOE	42,129	36,977	5,152	11/20/72
991554	Secondary School Teacher	CW Post Center Long Is. Univ.	40,610	40,156	454	8/16/72
991560	LPN	Oswego Cty. BOCES	49,801	47,252	2,549	2/22/73
991564	LPN	No. Tonawanda BOE	55,737	53,751.13	1,985.87	8/9/72
991566	Clerk/Typist	Buffalo BOE	21,909	20,850	1,059	2/27/73
991567	LPN	Orleans-Niagara BOCES	62,192	59,060	3,132	5/3/73



TABLE XI (con't)

Project Number	Occupation	Training Agency or Location	Previous App'd. State Allocation	State Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
991571	Auto Mechanic	Chautauqua BOCES	\$ 37,646	\$ 36,149.57	\$ 1,496.43	12/26/72
991573	LPN	Saratoga BOCES	41,760	41,220.46	539.54	8/29/72
991598	Steel Worker, Structural	NYC BOE	<u>83,260</u>	<u>25,955.33</u>	<u>57,304.67</u>	<u>11/13/72</u>
		TOTAL '71	\$ 1,261,345	1,062,419.76	\$ 198,925.24	

TABLE XII  
SMTA PROJECT DEOBLIGATIONS  
FISCAL YEAR 1970  
(Period Covered July 1, 1969 - June 30, 1970)

Project Number	Occupation	Training Agency or Location	Previous App'd. State Allocation	State Alloc. After Deobligation	Amount Deobligated	Date of Deobligation
990572	LPN	Monticello BOE	\$ 33,779	\$ 30,209	\$ 3,570	8/16/72
990584	Repair & Maintenance	NYC BOE	<u>213,621</u>	<u>143,530</u>	<u>70,091</u>	4/06/73
		TOTAL '70	\$ 247,400	\$ 173,739	\$ 73,661	

## **APPENDIX D**

### **MDT/STP EQUIPMENT INVENTORY SUMMARY**

MDT/STP EQUIPMENT INVENTORY SUMMARY

Code	Facility	Number Items	Purchase Cost
0101 -	Albany MDT Center	812	\$280,145
0205 -	Allegany County BOCES	4	3,812
0226 -	Wellsville	34	5,156
0302 -	Binghamton MDT Center	585	216,778
0432 -	Salamanca	18	26,856
0501 -	Auburn	72	10,048
0608 -	Dunkirk	48	8,990
0622 -	Fredonia BOCES	4	606
0706 -	Elmira - Chemung County BOCES	30	4,359
0912 -	Plattsburgh	9	3,259
1205 -	Delhi Ag. & Tech. College	1	85
1315 -	Poughkeepsie	238	67,695
1406 -	Buffalo MDT Center	1,163	424,734
1615 -	Malone	6	1,111
1705 -	Gloversville	37	4,222
1706 -	Johnstown BOCES	40	5,479
2106 -	Herkimer	5	515
2220 -	Watertown	48	11,691
2309 -	Lowville - BOCES	31	4,829
2504 -	Eaton/Morrisville SUNY	29	13,841
2616 -	Rochester MDT Center	1,449	523,775
2701 -	Amsterdam	243	56,973
2804 -	Nassau County BOCES & VEEB	1,243	406,262
3000 -	Board of Education - New York City	6,364	2,229,408
3000 -	Non Board of Education - New York City	414	103,719
4008 -	Niagara Falls	28	8,660
4106 -	Camden	1	200
4123 -	Utica MDT Center	1,309	457,908
4218 -	Syracuse MDT Center	1,355	50,921
4307 -	Geneva	54	11,070
4410 -	Middletown	42	5,412
4416 -	Newburgh	52	10,774
4613 -	Oswego	57	5,999
4714 -	Oneonta	92	13,079
4917 -	Troy	52	15,480
5003 -	Orangetown - Rockland BOCES	11	2,088
5120 -	Massena	1	247
5123 -	Ogdensburg	20	2,393
5129 -	Potsdam	101	16,595
5218 -	Saratoga	3	360
5306 -	Schenectady	157	85,569
5404 -	Cobleskill	20	2,269
5703 -	Bath	11	1,731
5710 -	Corning	32	16,986
5800 -	Suffolk County BOCES	676	198,540
5909 -	Liberty	14	1,482
5914 -	Monticello	70	22,484
6105 -	Graton Community College	23	4,995
6106 -	Ithaca	4	750
6206 -	Kingston Ulster BOCES	95	20,487
6303 -	Glens Falls	162	23,103
6406 -	Ft. Edward	4	971
6514 -	Wayne County BOCES	5	806

Code	Facility	Number Items	Purchase Cost
6609	- Mount Vernon	27	\$ 3,986
6622	- White Plains	746	216,175
6623	- Yonkers	46	5,040
6624	- Yorktown Heights BOCES	<u>11</u>	<u>837</u>
		18,209	\$6,132,845

### Equipment Activity Summary

Fiscal Year 1973

#### I. Equipment Acquisitions via Purchase:

1. MDT Equipment: 2,117 items @ total cost of \$480,333.32
2. STP Equipment: 4 items @ total cost of \$ 1,001.00
3. WIN Equipment: 1,057 items @ total cost of \$290,752.53

#### II. Equipment Transferred Between MDT Facilities:

1. MDT Equipment: 200 items transferred
2. STP Equipment: 2 items transferred

#### III. Equipment Deletions:

1. Excess to MDT Program - 82 items @ total cost of \$69,648.28
2. Trade-in: MDT items - 33 listed and 3 reports pending
3. Stolen: MDT items - 132 listed and 12 reports pending  
WIN items - 67 listed
4. Scrap/Cannibalized:  
MDT items - 162 listed and 6 reports pending

## **APPENDIX E**

### **INSERVICE TRAINING HIGHLIGHTS**

### Highlights of Inservice Training Activities (FY '73)

The Second Statewide Licensed Practical Nurse Education Workshop was held at the Homowack Lodge on November 15-17, 1972. Thirty MDTA-LPN teachers were present.

The Northeast AMIDS staff and an outstanding nurse educator from the Sacred Heart College in Pennsylvania presented the workshop on a model Health Occupations Cluster using the open entry - open exit concept.

\* \* \* \*

The Binghamton Skills Center expressed a need for improving the quality of curriculum offerings in the Machine Shop Occupations as it related to the project method of skill training. To accomplish this, the Binghamton machine shop instructor was provided the opportunity to visit the Buffalo Skills Center for a two-day inservice training program with the Buffalo machine tool trades instructor, where an outstanding program was being conducted.

\* \* \* \*

A full day Inservice Training Institute for the entire professional staff of the Binghamton Skills Center was held on February 14, 1973. The Base Funded Employment Service Staff was also present. The program consisted of a presentation on Industrial Safety by the regional New York State Department of Labor Industrial Safety representative. The presentation and discussion included safety practices, safety requirements and the prevention of occupational accidents.

The Northeast AMIDS presented a program on Performance Objectives and effective use of Audio/Visual material and equipment.

\* \* \* \*

The Albany Skills Center sponsored an Inservice Training Program February 27 through March 1, 1973. Featured were presentations by the Northeast AMIDS on the Cluster Concept, Task and Progress Charts

## Performance Objectives.

\* \* \* \*

The Learning Laboratory Specialists Workshop was held at Rensselaerville on April 9 - 11, 1973. The program was sponsored and directed by the State Education Department, Bureau of Basic Continuing Education. Ten teachers from the skills centers attended the workshop which consisted of curriculum innovations, orientation to cognitive style mapping to Croft inservice reading programs.

\* \* \* \*

A workshop of Performance Objectives in Curricula Construction took place at the Central Office of the New York City Manpower Development Training Program on May 2 - 4, 1972. Teachers and supervisors from five skills centers attended from the Clerical and Repair and Maintenance Occupations Clusters. Thirty teachers and supervisors from the two clusters were in attendance. Topics presented were Individualized Instruction, Task Analysis, Performance Objectives, Problems and Findings, Development of Individualized Materials, Techniques of Evaluation, Test Development and Presentation of Individual Learning Units. The Northeast AMIDS and a committee of local and state officials were responsible for the institute.

\* \* \* \*

A three-day workshop on Evaluation took place in New York City on January 3 - 5, 1973. Participants were upstate and New York City skills center teachers of basic education.

The institute objective was as follows: Given the Conference on Evaluative Criteria and Techniques, the Participants Will Write an Entry Level Test for their Own Discipline Based on the GED Levels as Stated in the Dictionary of Occupational Titles.

\* \* \* \*



A four-day statewide training institute was held at the Taft Hotel during the week of September 26 - 29, 1972. In attendance were teachers and supervisors from New York City Board of Education, State Education Department, New York City Adult Training Center, Mid-Manhattan Adult Training Center, Brooklyn Adult Training Center, Jamaica Adult Training Center, Williamsburg Adult Training Center and Skills Centers at Rochester, Utica, White Plains, Binghamton, Buffalo and Albany. Representatives were also present from the local and State Employment Service and the Regional HEW. Three students from different centers also participated.

Skills and information on methods and procedures of preparing Individualized Learning Packets were afforded the participants. Course content included the making of transparencies, overlays, drawings, charts, mock-ups and audio visuals.

\* \* \* \*

Several automotive teachers from skills centers throughout the State attended  
program consisted of latest technologies and skills needed in automotive electronic systems, computerized brake systems, emission control devices, theft deterrent systems and automotive air conditioning systems. The program was held during the last week in June, 1973.

\* \* \* \*

A Welding Institute was held at the Cortland BOCES during the last week in June, 1973. The program covered instruction and practice in MIG and TIG welding for all of NDTA welding instructors.

\* \* \* \*

It may also be noted that every skills center was actively engaged in their own ongoing inservice training programs throughout the year drawing on both outside sources and their own personnel.

## **APPENDIX F**

### **CONFERENCE REPORT: MANPOWER: ACCOMPLISHMENTS AND PROJECTIONS**

THE UNIVERSITY OF THE STATE OF NEW YORK  
THE STATE EDUCATION DEPARTMENT  
DIVISION OF SPECIAL OCCUPATIONAL SERVICES  
ALBANY, NEW YORK

CONFERENCE REPORT

MANPOWER: ACCOMPLISHMENTS AND PROJECTIONS

SPONSORED BY  
DIVISION OF SPECIAL OCCUPATIONAL SERVICES

Spring Glen, New York

May 1973

The Eighth Annual Manpower Development and Training Conference, sponsored by the New York State Education Department, Division of Special Occupational Services, was held at Homowack Lodge in Spring Glen, New York on May 9 through May 11, 1973.

The conference was planned to meet the needs of ongoing training programs as expressed by those actively engaged in conducting them and as expressed in the previous conference evaluation questionnaire completed by previous conference participants to provide information for future program direction.

On Wednesday afternoon, May 9th, in a closed meeting chaired by John M. Leslie, thirty-one Federal and State Labor and Education Department staff discussed matters of common concern. Local public manpower officials, with Virginia Heller, Chairman, and proprietary school personnel, with Charles Callahan, Chairman, also met separately.

The next item on the agenda was the Manpower Association of New York (MANY) annual meeting. It was at this meeting that Herman Kressel, Director of Nassau County Skills Center, was elected President for the ensuing year.

#### Training as a Bridge to Employment

Kenneth Delphey, Chairman

Leigh Brassaw, Recorder

James Masterson, E.S. Superintendent, reviewed the history of Manpower training programs, both Federal and State. Changes in Manpower training direction were illustrated by the implementation of the Federal Area Redevelopment Act of 1961, passage of Section 599 of the Unemployment Insurance Law, approval of the Work Incentive Program, initiation of the

Emergency Employment Act and enactment of Article 23A of the State Labor Law, (State Manpower Training Act).

When the Cooperative Area Manpower Planning System (CAMPS) became established, local MDTA and SMTA plans were aggregated into a state plan. The institutional training was developed and carried out jointly by a local vocational education agency and employment service. Funding under MDTA and SMTA utilized a formula reflecting the severity of unemployment and other factors such as training needs of the unemployed in these areas. To better serve the clientele, supportive services, such as counseling, basic education, and training in communication skills were offered. "multi occupational" skills training was developed, annualization of skills centers became a reality, and open enrollment programs were implemented.

Mr. Masterson stated that the current MDTA institutional dropout rate of 28% compared with the 25% dropout rate of public high schools is favorable, since most institutional trainees were former high school dropouts.

A major E.S. role in MDTA is job development, placement and follow-up of institutional completers. E.S. finds 58% of institutional completers are placed in employment within 30 days following their training while 70% to 80% get jobs within six months. Yet, there is no established criteria to determine at what level of accomplishment a program would be considered successful.

Robert Bernstein, Chief, WIN Program, recapped the changes in the WIN program due to the 1971 amendment to the Social Security Law, known as the Talmadge Amendment. WIN trainee recruitment is guided by limita-

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tions of work hazards and sufficient remuneration to reduce welfare cost, in order that employment will result in substantial reduction of welfare support. To reduce training costs, the length of training statewide, should average not more than 26 weeks. During the current 1973 fiscal year, 52% of the WIN funds are budgeted to institutional training. But fiscal year 1974 plans show a further reduction of institutional funding with only 36% of the total allocated. Occupational institutional training projects must be recommended by local advisory committees to identify job vacancies before the WIN office will commit funds.

During fiscal year 1972, 75% of all WIN occupational training enrollees were placed in employment. Most of the placement was in training related work. Job holding power of these placements was 76% after three months employment and 74% remained employed after six months and at the end of a year 68% remained employed.

Although there are few coupled WIN institutional OJT projects, this type of project could be greatly increased in the future with benefits to both employers and institutions.

Joshua Rudich, Chief, Administration Division, Federal Internal Revenue Service, presented his experiences with a Manpower Development Training project which was designed to provide clerk-typist employment with the Internal Revenue Service Center at Holtsville, Long Island. Potential trainees selected by Employment Service were interviewed and screened by the Internal Revenue Service Personnel section. The Suffolk County BOCES contracted under an MDTA funding to provide the institutional training for 50 trainees. Throughout the training, counseling, both occupational and personal, was made available to trainees. Among the more prevalent problems were absenteeism, tardiness and lack of confidence. Of the 66 trainees en-

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rolled, there were 42 trainees completing the training and starting at the GS I level for \$4700 per year with the Federal Internal Revenue Service. Some former trainees still lacked confidence when first starting on the job. However, soon after starting, 35 former trainees were promoted to GS 11, \$5400 per year. As of this date, 34 persons have received a GS III rating, and \$6100 a year. A second project involving 60 trainees for clerk-typist training started in November 1972, with a third program scheduled for fiscal year 1974. The Internal Revenue Service has been favorably impressed with the former trainees' job performances.

Theodore Wilson, Consultant, Empire Pipeline Company, Syracuse, related the OJT program history of his company. Before an OJT program was even contemplated, the company, diversified in modular housing, road construction, construction of various types of buildings, land development and laying pipelines, wanted to improve their quality control, production and safety. To accomplish these objectives, the various department heads examined current company practices and then determined desired goals. Once the goals were set, methods of training were studied and finalized. After operating inservice training for their own year-round employees, mainly supervisors, a decision to start an OJT program was made. After analyzing each work phase, a standardized program was developed and approved involving an 8-man instructional crew. In 1969, the MDT-OJT phase was initiated involving disadvantaged trainees with the hope that most could be trained and would remain employees. During the four years of OJT, there were 17 different skill categories involved. Eleven trainees first hired under this program have been promoted to foreman and three trainees have become project superintendents.

MDTA Projections for 1974

Louis J. Siy, Chairman

Rumford T. Lockman, Recorder

The first speaker, Dr. Fred Romaro, U. S. Department of Labor, spoke mainly on the plan for Manpower Revenue Sharing for fiscal year 1974 and the direction to be taken. According to his remarks, revenue sharing is the route designed for the delivery of manpower services in the future using Employment Service and Vocational Education services. Although no clear guidelines are currently established, a lot of unanswered questions remain. Local elected officials will determine local needs and the programs to be used to get desired results. MDTA under MRS will have 482 prime sponsors, cities, counties and states, instead of over 1400 contracts which were drawn up in the past.

The next speaker, Dr. Howard Matthews, U. S. Department of Health, Education and Welfare, provided general information regarding the final draft of the Manpower Revenue Sharing Planning Guidelines, 74-2, which was signed by HEW on May 9. These guidelines provide for decision making on planning down at the local level, as close to the client as possible, utilizing existing delivery systems for categorical programs with funds channeled in the same manner as FY '73, via the letter of credit system.

Dr. Matthews feels that numerous revisions will probably result since there is no Manpower Revenue Sharing bill before Congress at this time. However, plans would seem to indicate a hazy approach to manpower program activities during the approaching fiscal year.

Luncheon Speech

John Leslie, Chairman

Lois Titus, Recorder

Mr. Gerald Dunn, Executive Deputy Industrial Commissioner, in his pre-



sentation, emphasized the uncertainty in Manpower programs, the changes already made and those to be anticipated.

Referring to comments made by Commissioner Louis Levine in 1971 that the pattern of State funded budget cuts would be repeated on the federal level, it is apparent that this is being brought to fruition with emphasis on the budget ceiling and the role of the Office of Management and Budget which will be a predominant influence in program directions for several years.

We have to look forward to all Manpower programs continually being reviewed and ultimately measured against the standard of a job, identified before the program starts, for the trainee at completion rather than the effectiveness of the program itself.

We are here, to a large extent, as a partnership between Education, Labor, private education and other associations. The early suspicions of each other have either been overcome or forced to accommodate through a series of acts including the Manpower Development and Training Act of 1962, bringing together Labor and Education to jointly prepare for the identification of jobs and training those to fill them; further accentuated and strengthened when the state supplemented inadequate federal appropriations with the State Manpower Training Act of 1966 and finally; with CAMPS Planning Operations to jointly look at area needs and how to meet them. As a result, the strengths of each are now being recognized.

With Manpower Revenue Sharing there will be greater emphasis on the rise of established training facilities, both public and private, and fewer opportunities to permit private or quasi public organizations to formulate training programs for special funding for the sake of establishing an organization and administrative hierarchy.

The President's option for Manpower Revenue Sharing called the bluff of many at the state and local levels who may not really have wanted nor be willing to accept decentralization in the administration of training programs. Now, at the local level, there is unwarranted anticipation of more freedom and flexibility than will actually be permitted when the guidelines are completed. Many communities think they will have unlimited additional federal monies for any program they want to undertake. We are likely to go through a period of virtual destruction of the present system with a build up only after it is recognized that municipalities are unable to provide the services they hope they can and expect to. A smooth transition from the categorical revenue sharing we have had to what is billed as freedom under Manpower Revenue Sharing in the future does not seem likely.

#### Program Evaluation and Review

Dorothy King, Chairman

Paul Galanka, Recorder

Mr. Richard Klett, Program Officer, HEW, reviewed the responsibilities of his office concerning the maintaining of quality and effectiveness of the program under his supervision. In conducting the Federal Performance Standards Review at each of the skills centers, it was the goals of the program which were of primary concern. Minor details were noted but foremost in mind were the intent of the law, the value of the training to the trainee, the employer, the community and the taxpayer.

Program goals and segments of the population being reached have changed periodically since the program started ten years ago and the annual reviews have helped to bring about changes to keep the training relevant. The relationship between the administrator and teacher and between teacher and trainee is important to an evaluator and is usually

evident at once. Listening to what the instructor has to say furnishes much helpful information about how a program is operating and what may be done to improve it.

A number of improvements have been made as a result of information gathered during reviews. The objections to the 40-hour week programming were noted and resulted in a shorter training week. Complaints from the E.S. personnel regarding data forms incorrectly filled in resulted in form changes and more efficient procedures. More flexibility in funding and operational procedures have been approved.

Program evaluation is a necessary tool and when conscientiously done provides a basis for planning and allocation of funds.

Mr. Paul Diamond, E.S. Supervisor, N.Y.S. Department of Labor, defined monitoring and gave some background information on how it has developed and then reviewed the procedures followed in scheduling and carrying out monitoring visits to training programs in both public and private facilities.

"Monitoring", he said, "is a broad assessment of the total process of delivering manpower services to a prime population and identification of the services provided by the contractor."

It is important to first analyze the key elements of the project, and then to identify any existing problems so that corrective action can be initiated.

During the on-site visit, it is very important to make every effort to establish good rapport with the facility staff. An attitude of "not what's wrong, but what's good", and, "how can we help" should predominate the proceedings.

In preparation for a visit, a review of the previous performance review and other reports and records is made to provide a starting point. During the visit, these are some items that require attention; Is recruitment

on schedule, is there an employability plan, are E.S. records complete, are trainees getting jobs, is there feedback from employers, how successful is the follow-up?

Follow-up is an important factor in the evaluation process. The only measure of the effectiveness we have of the project is the number of people who go to work. In conclusion, the goals of monitoring are to evaluate the project and to insure complete recording of all data.

Mr. Herman Kressel, Assistant Director, Nassau County Skills Center, spoke on the involvement of outside agencies in the evaluation of training programs and gave a report of some initial findings of a study of the Manpower training program in Nassau County under the auspices of the American Vocational Association.

He pointed out the weaknesses of self-evaluation but cautioned against full acceptance of evaluation reports by outside agencies.

Self-evaluation will tend to be self serving and suffer from lack of objectivity. The possibility to manipulate data and the emphasis on position is ever present.

Mr. Kressel points out, however, that there are good values to both "inside" and "outside" evaluation studies. The "ins'ide" study has the advantage of the evaluator knowing more intimately the population under study and the local conditions of both training facility and community. On the other hand, an outside agency conducting a study is expected to bring the expertise of specialists and the impartiality of outsiders to the evaluation.

In reporting on the survey of the Nassau County program which is a self-study and is in conjunction with National Manpower Training Association and the American Vocational Association, Mr. Kressel said further that early reports indicated that of the records of approximately 5,000 trainees studied, there was an average 57.6% raise in annual salary for

those placed in jobs after training. A high percent passed their high school equivalency tests and 1.8% proceeded on to higher education. He concluded with, "When all the results are in it is expected that the results will be even more significant."

Mr. Paul Sharar, Executive Director of Counseling and Testing, New York City YMCA, presented a multi media presentation based upon his experience with project CHOICE. This innovative program in cooperation with various private trade schools presents 55 occupational possibilities to its enrollees. Counseling for selection, tryout in actual skill training facilities, basic skills, training in life skills and flexibility to change occupation selection are part of the program.

This project serves those who are having difficulty in making occupational choices.

"The CHOICE Program works", said Mr. Sharar, "and 85% of those who start the pre-voc phase complete it. Of those who begin occupational training, over 70% complete and graduates are placed within 30 days after graduation by the private schools. The average graduate earns over \$3.00 per hour. Equally important, we find significant improvement in reading, math, and other skills as a result of the program."

We believe that the CHOICE Program is successful because the staff is skilled in developing relationships with trainees that build trust and confidence, also because the program design provides flexibility, options, individualized training and organizational supports, so people can make important choices and act on them.

Mr. Sharar presented the New York City Manpower Area Planning Council evaluation chart which is used by CHOICE for securing a performance rating and determining the cost factor, which together are used to arrive at an effectiveness rating.

Mr. Edward O'Daniel, Director of the Skills Center for the New York City Board of Education, while complimentary in his remarks to the presentation of the previous speaker, pointed out that the CHOICE program refers all of its clients to private schools to the exclusion of the Skills Centers. He went on to say, "However, being realists, we know that we are in a very competitive business and have decided to throw all our energies and resources into telling the "customers" who buy vocational education and unique supportive remedial services about our excellent institution that is readily available for their use. We are breaking the old mold of MDTA and entering the marketplace of entrepreneurs...the documentary film is one of several sales techniques we plan to use. We are serving notice on all agencies, public and private, unions and other organizations in the metropolitan area, that we have a product that they can purchase...whether it be institutional facility based training, or modules of instruction for transport to their facility, and that we can create unique programs of instruction to meet any peculiar need they may have. We plan to use whatever forum we find to make our presence known, the political scene, Manpower Advisory Planning Council, community agencies, and wherever we find someone to listen."

In introducing the New York City film, "Towards 1982 - Our Second Decade", Mr. Homer Gillis, Assistant Director for Instructional Services, informed us that it was developed entirely by New York City Manpower Development personnel. This was to be its first showing and it was intended to be used as one means of informing the general public and agencies interested in manpower training of what the New York City facilities have to offer.

He also said that the film would be shown at the American Vocational Association Convention in Atlanta, Georgia, in December of this year.

This was a very effective presentation of the action of the various

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aspects of training conducted in the skills centers. From enrollment through orientation, training area selection, skills training and placement, the action flowed smoothly.

Excellent photography was combined with effective use of dialogue between trainees and training facility staff to make a fine film.

#### Media in the Individualized Curriculum

Frederic J. Arold, Chairman

John Deanehan, Recorder

The purpose of this panel was to describe how to obtain written materials (software) and electronic equipment (hardware) used in the development and presentation of information within an individualized curriculum program. The panel was introduced by Fred Arold, Chairman. His brief opening remarks dealt with the need for use of all media to assist the teacher in the sophisticated and complex process of helping each of many students reach specific instructional objectives within their own individual curricula.

The first speaker, Mr. Noah Gould of the New York State Education Department, Bureau of Continuing Education Curriculum Development, dealt primarily with the diverse sources and electronic catalog systems which provide written, printed and illustrated source materials. These may either be used in the development of individualized curricula, or to assist in the direct presentation of specific areas of vocational and technical education.

Mr. Gould provided many printed lists of these sources. In terms of the manpower programs, the most informative of these was "Sources of Curriculum Materials for Manpower Courses", Gould, May, 1973. Mr. Gould reviewed the sources listed, explained what types of information each source is able to provide, and described the steps required to extract in-



formation from these sources.

In brief, the most important of these sources are:

1. The ERIC System (Educational Resources Information Center)

ERIC is a nationwide computer-based information system covering curriculum, learning media, teaching methods, school buildings and facilities, research, and many other subjects in education. The New York State Education Department as well as some schools and libraries provide these special ERIC services:

- a. Abstracts of Instructional Materials (AIM) and  
Abstracts of Research Materials (ARM)
- b. Research in Education (RIE)
- c. Current Index to Journals in Education (CIJE)
- d. Microfiche and hard copies of source materials
- e. Computer search under EPSIS

2. The EPSIS Service (Educational Programs and Studies Information Service) EPSIS provides two basic sources -

- a. Curriculum "Laboratory" collection of instructional materials, curriculum guides, textbooks, publisher's catalogs, manufacturer's catalogs, and some audio cassettes, phonograph records and film strips.
- b. Computer Search. Any teacher or educator can have a computer search made of all information in the ERIC system on a specific topic.

Most of the materials presented during the panel discussions are available by contacting Mr. Noah Gould, Bureau of Continuing Education Curriculum Development at 55 Elk Street, Albany.

The second speaker, Mr. William Lewis, Director of Technical Systems for the American College of Life Underwriters in Bryn Mawr, Pennsylvania,



dealt with the practical aspects of the selection and purchase of media hardware. Mr. Lewis covered in depth two basic steps which result in the purchase of appropriate equipment to fulfill specific curricula requirements. These steps are the determination of need, and the writing of specifications for equipment which meet these needs.

1. Determination of need:

Factors which indicate actual needs are:

- a. Curriculum - The need for media equipment must be defined through program evaluation. Course content determines the best way it can be communicated. The use of media should be developed with the curriculum.
- b. Construction - The addition of capability for greater use of media should be added when building or remodeling training facilities.
- c. Learning Situation - Various sources have different effects on different situations and settings. The requirements will differ in different settings for single types of equipment. An example was given for the different characteristics required of a sound motion picture projector as used in a classroom setting and as used in a study carrel. Factors such as operator experience, location with regard to student observers, machine noise, image size, quality and direction of sound, size of lamp, heat output, and extension cord length were considered in the example.
- d. Cost - The common practice of contract to the lowest bidder was discussed. It was shown that in terms of long range cost, number of students served, flexibility, endurance, and ease of use and service, a more expensive brand or

model can prove less costly over its life span.

2. **Writing of Specifications:** The process of writing equipment specifications provides many advantages to the teacher and administrator. It helps to condense thinking in terms of curriculum, media and hardware. It requires the buyer to be informed, and forces timely and definitive decision making through communication of the needs of the teaching staff. All levels of staff should provide input, (i.e.: equipment specialists, teachers, users, administrators, business officers and architects if construction is planned). Specifications also help the vendor by communicating specific needs and setting up the ground rules for the sale.

For writing specifications, the following format was given. The most important point is that minimum standards of equipment performance should be stated in plain language.

1. Begin with general information that the vendor might be interested in knowing.
2. Describe the scope of the equipment that is desired - i.e. user information.
3. If several items are required to function together as a system, provide system specifications in terms of function.
4. Follow with very specific information about the needs of each item of equipment or system component. If some performance or size or format standard is required, know the standard, incorporate it properly into the system, and enforce it throughout the entire system.
5. Require proof of performance and that each item works as required.

Mr. Lewis concluded that hardware can't teach, but it can help if it meets the needs for which it was acquired.

An Alternative to MDTA

Edward O'Daniel, Chairman

Michael Levine, Recorder

Chairman Edward O'Daniel introduced Mrs. Lucille Rose, Commissioner, Human Resources Administration, who discussed the future of Manpower Training Programs in New York City and their ability to have an impact on the city's unemployment problem. She stressed that the Manpower effort must focus on the importance of work. If the opportunity to work is absent and if work is unpleasant, severe repercussions can occur. She strongly supports the concept of government at all levels acting to increase jobs when there is a shortage of them. Public service employment development, in her opinion, is vital and should be financed primarily through the use of existing transfer payments to people who could be productively employed. This approach, she feels, provides a more viable alternative than the existing non-work income maintenance programs. Presently, the creation of transitional public service employment is the major trust of the city's Department of Employment which was established in January, 1973, and integrates the functions, resources and staffs of the Manpower Career Development Agency (MCDA) and Social Services Employment Service.

Mrs. Rose indicated that past strategies to place the disadvantaged client population have not been successful because the current New York Labor Market shows little demand for unskilled workers. In addition, institutional training has not succeeded because these programs provided too limited a time period to narrow the education and skills gap.

She sees the need for training and direct placement complemented by

job creation programs as the appropriate program direction. The New York City Department of Employment plans to meet this need and will attempt to do so by operating under the following assumptions:

1. The most appropriate prescription for marginally employables is work.
2. Expenditure of funds to finance employment is necessary.
3. Public and private non-profit sectors can absorb and utilize a substantial number of employables.

Department of Employment agency resources will be directed to meet four major policy goals:

1. Placement of low income employables in stable employment.
2. OJT programs will be encouraged through payments to employers for participation.
3. Creation of jobs in public and non-profit sectors for those unable to secure employment in the competitive job market.
4. Provision for training as an adjunct to employment to enhance and maintain job skills.

Veterans, ex-addicts and public assistance recipients will receive first priority in this program.

This single, comprehensive manpower delivery system will provide services to produce maximum program options and supportive services, while reducing duplication of effort to meet the changing labor market demands and the needs of all service populations.

Nelson Hopper, Director, Manpower Services Division, in his presentation, observed that under MDTA, an interdepartmental relationship nationally and at the State and local levels has been created that is

outstanding, and that while the future may produce some dramatic changes, he hopes that this fine relationship will be retained.

Mr. Hopper related that at this time the state policy is for the acceptance of the concept of revenue sharing and that the Governors would like to increase their role in the planning and reviewing processes and to be involved in the flow of funds.

He indicated that revenue sharing would direct funds towards work experience and public training facilities and that in his opinion, no matter how the money moves, the skills centers should not be overlooked.

He further indicated that from the national standpoint four (4) kinds of programs will be developed by the Manpower Administration:

- . MDT Revenue Sharing
- . Unemployment Insurance
- . Employment Service
- . WIN

According to Mr. Hopper, the role of the Employment Service is and will be mainly that of placement and that during the past ten years, an improved system for accomplishing this function, i.e. the job bank, have been developed and are constantly being improved.

In addition, he commented on the Javits-Nelson Bill suggesting that it formalizes revenue sharing and provides for full ranges of job training as well as forming effective job counsels and establishing provisions for community services kinds of programs.

He summed up by saying "As we move into F.Y. 1974, we are going to have to hold our patience with each other and try to strive to have the most effective Manpower programs and keep them going in an orderly manner. We must retain a forward position and a forward look, otherwise we will be criticized for having done an inadequate job."

# **EIGHTH ANNUAL MANPOWER CONFERENCE EVALUATION**

Fifty persons completed and returned the Program Evaluation Report sheet which were given to each person registered at the Manpower Conference. This represented an excellent sampling.

The respondents were required to answer each question with a check for "yes", "no", or "not applicable". Replies marked "not applicable" were discounted as not germane to evaluation of the item.

The "yes" responses were overwhelming over the "no" responses with the exception of two questions having to do with the conference as a means of solving Manpower or WIN problems.

As indicated on the attached Summary Sheet by percentages, the conferees felt strongly that the conference contributed towards:

1. a better understanding of the MDTA program
2. a better understanding of the WIN program
3. generating new ideas and approaches for carrying out the manpower program

The respondents further indicated that the conference schedule provided an opportunity:

1. for informal meetings with State Manpower staff to discuss specific needs
2. for an interchange of ideas between the local training agencies
3. for an adequate interaction between program participants and conferees

It was further disclosed that nearly all of the registrants felt that the conference topics were relevant and applicable to their needs and that a conference of this kind should be scheduled again. Four of five felt that future conferences should be scheduled on an annual basis.

1. Single, rather than multiple, meetings should be scheduled, except where a specialized group was concerned.
2. Speeches were too long. Speeches should be limited to allow for more time for audience participation and discussion.
3. Program should provide for workshops.
4. Luncheon addresses should be avoided.
5. Allow for greater participation by local program staff.
6. Allow for participation by industry, employer, and advisory board member representation.
7. Have AMIDS participate in program.
8. Speakers should come from outside program operations staff.
9. Allow for more choice of panels.
10. Fewer large general meetings.
11. Use panels as discussion groups; not for lecturing.
12. Involve legislators.
13. Skills Centers Directors should be included in meeting with State and Federal officials.
14. An attempt should be made to ascertain problems of participants which may be discussed and solved at the next conference.
15. Include local mayors' committees in the next conference.

1. Did the conference contribute towards:
- a) a better understanding of the MDTA program?
- Yes 90% No 10%
- b) a better understanding of the WIN program?
- Yes 84% No 16%

- c) a resolution of problems you are having with your MDTA program?

Yes 44%

No 56%

- d) a resolution of problems you are having with your WIN program?

Yes 25%

No 75%

- e) generating new ideas and approaches for carrying out your program?

Yes 80%

No 20%

2. Did the conference schedule provide an opportunity

- a) for informal meetings with State Manpower staff to discuss specific needs?

Yes 100%

No 0

- b) for an interchange of ideas between the local training agencies?

Yes 100%

No 0

- c) for an adequate interaction between program participants and conferees?

Yes 80%

No 20%

3. Were the conference topics relevant and applicable to your needs?

Yes 93%

No 7%

4. Should a conference of this kind be scheduled again?

Yes 95%

No 5%

on an annual basis?

Yes 80%

No

semi-annual basis?

Yes 10%

No

other time interval

Yes 10%

No

Specify \_\_\_\_\_



One hundred and eighty-two registered for the Eighth Annual Man-power Development and Training Conference and of this number 27 were spouses of participants. Of those in attendance 68% represented public agencies and 32% were from the private sector. The following is a list of participants.

Adelman, Sandra	New York City Board of Education
Als, David	State University of New York
Antonelli, Carmine	BOCES - Suffolk I
Apple, Allan	Careerco School for Para-Professionals
Arold, Frederic	NYS Education Department
Axelrod, Emanuel	BOCES - Orange County
Bartlett, William	NYS Labor Department
Bazar, Ann	NYS Education Department
Beirne, Thomas	Blake Business School
Bell, John	NYC Board of Education
Berk, Irving	Berk Trade School
Bernstein, Murray	Superior Investigations and Claims School
Bernstein, Robert	NYS Labor Department
Bjornson, Rolf	NYC Board of Education
Bloom, Sylvia	Rochester MDT Center
Bostwick, Donald	NYS Education Department
Brassaw, Leigh	NYS Education Department
Bulone, Angelo	Nassau County VEEB
Callahan, Charles M/M	Plaza Business School
Charms, Vernon	SUNY Urban Center in Brooklyn
Cherney, Alfred	Northeastern Training Institute
Collins, Margaret	NYS Education Department
Corrado, Mary	NYS Education Department
Daughtry, Robert M/M	Buffalo Urban Center
Deanehan, John	NYS Education Department
Delphey, Kenneth	NYS Labor Department
Diamond, Paul	NYS Labor Department
DiLiberto, Joseph M/M	Island Drafting & Technical Institute
Doneger, Helen	New York Institute of Dietetics
Dranchak, George	Binghamton MDT Center
Drake, Keith	Secretariat - CAMPS - Yonkers
Drummond, William	NYC Board of Education
Duwe, Henry	Buffalo MDT Center
Eason, Godfrey	NYC Board of Education
Eels, Robert	NYS Labor Department
Elston, Paul	New York City Human Resources Administration
Fanella, Joseph M/M	Syracuse MDT Center
Feinstein, Edward M/M	U.S. Dept. of Health, Education & Welfare
Felcher, Rita	Albert Merrill School
Fenwick, Carl	No. Tonawanda Public Schools

Fischer, Rae-Carole  
Flemming, Florence  
Friedlander, Lester

NYS Labor Department  
NYC Board of Education  
NYS Labor Department

Galanka, Paul  
Ganz, Samuel M/M  
Gentry, Doris  
Gillis, Homer  
Goplerud, Sterling  
Gould, E. Noah  
Grabowski, Donald M/M  
Grimes, John

NYS Education Department  
Economic & Manpower Corporation  
BOCES - Suffolk #3  
NYC Board of Education  
White Plains Board of Education  
NYS Education Department  
NYS Labor Department  
BOCES - Suffolk #3

Hardison, Liela  
Hebert, Sandra  
Heller, Stanley M/M (Virginia)  
Hellerbach, Edda  
Henney, R. Lee  
Hepinstall, James M/M  
Hider, Richard  
Holtz, Gilbert  
Hurley, James  
Howard, George

NYC Board of Education  
NYS Education Department  
NYS Labor Department  
BOCES - Suffolk #3  
Economic & Manpower Corporation  
Albany Board of Education  
Binghamton MDT Center  
NYS Labor Department  
NYS Labor Department  
State University of New York

Jerome, Harry M/M  
Jerome, Stephen M/M  
Johnson, Winifred

Monroe Business Institute  
Monroe Business Institute  
NYS Education Department

Katzeff, Jerry M/M  
Katzeff, Jay M/M  
Kellman, Mrs.  
King, Dorothy  
King, Vincent  
Klett, Richard M/M  
Knapp, Diane  
Knapp, Frederick M/M  
Kogan, Lee M/M  
Koltz, Michael  
Kressel, Herman

Adelphi Business Schools  
Adelphi Business Schools  
Business School  
NYS Education Department  
BOCES - Suffolk #1  
U.S. Department of Health, Education and Welfare  
NYS Education Department  
Niagara Falls Board of Education  
Upholstery Trades School  
Binghamton MDT Center  
Nassau County VEEB

Lahee, Raul  
Lang, Hans M/M  
Lasker, Katherine  
Law, William  
Lazoff, Mischa  
Leslie, John  
Lessard, Clifford  
Levine, Michael  
Lewis, William  
Little, James  
Lockman, Rumford  
Lockwood, John  
Leipzig, Virginia

NYC Board of Education  
Syracuse Board of Education  
Health Technology Studies  
NYS Education Department  
Interboro Institute  
NYS Education Department  
Rochester MDT Center  
NYS Education Department  
American College of Life Underwriters  
Rochester MDT Center  
NYS Education Department  
Utica MDT Center

Madden, Peter

NYS Labor Department

Mahoney, John  
Makarushka, Chris  
Masterson, James  
Matthews, Howard  
Mathis, Charles  
Meehan, Thomas  
Meislin, Charles  
Melford, R. M/M  
Melody, William  
Modderno, Alex  
Morzello, Andrew

Norris, Roy

O'Daniel, Edward M/M  
Overton, Wayne M/M

Palmer, Noel  
Perlman, Alan  
Pisarri, Gene M/M  
Polland, Margaret  
Porter, Edward  
Pressley, Rev. Calvin

Raleigh, James  
Reed, Alice  
Reisin, Seymour  
Rhodes, Joan  
Roberts, Louis M/M  
Robinson, Joel  
Robinson, Sullivan  
Rosa, Jack  
Rose, Lucille  
Ross, William  
Rudich, Joshua  
Romaro, Fred M/M

Sanderson, Carroll  
Santucci, Gloria  
Schapira, Oscar M/M  
Schwertfeger, Joseph  
Scott, Junius  
Scriber, John  
Selikson, Irene  
Sharar, Paul  
Sherwood, J.  
Siegel, Florence  
Simonian, John M/M  
Siy, Louis  
Sklar, Eugene  
Stevens, Cassie  
Stevens, T.  
Sudlow, Robert  
Sutkowski, Ernest  
Swarte, Herbert  
Schleimer, Joseph  
Sussman, M/M (Evelyn)

NYS Department of Social Services  
Delehanty Institute  
NYS Labor Department  
U.S. Office of Education  
Eastern School for Physicians Aides  
NYC Board of Education  
NYS Education Department  
Buffalo Urban Center  
U.S. Department of Health, Education & Welfare  
BOCES - Nassau County  
White Plains MDT Center

NYC Manpower Area Planning Council

NYC Board of Education  
Nassau County VEEB

SUNY - Farmingdale  
CHOICE  
Albany MDT Center  
Union Settlement Assn. Trng. School  
BOCES - Suffolk #2  
Opportunities Industrialization Center

BOCES - Suffolk #2  
NYC Board of Education  
Bronx Community College  
NYC Board of Education  
Roberts Technical & Trade School  
Manhattan School of Printing  
Opportunities Industrialization Center  
Vogue Beauty School  
NYC Human Resources Administration  
NYC Board of Education  
Internal Revenue Service  
U.S. Department of Labor

New Hampshire Dept. of Education  
Riverside School of Aeronautics  
Albert Merrill School  
Utica MDT Center  
U.S. Department of Labor  
Utica MDT Center  
NYS Labor Department  
CHOICE  
Control Data School  
NYS Labor Department  
Niagara Falls Board of Education  
NYS Education Department  
Union Settlement Assn. Trng. School  
NYS Education Department  
Control Data School  
Poughkeepsie Board of Education  
Berkeley Schools  
Manhattan Technical Institute  
Health Technology Aides  
NYC Board of Education

Talbot, Richard  
Tashman, Eugene  
Taxson, Diane  
Terzian, Michael  
Titus, Lois  
Tracy, John  
Turone, Ted

VanDenbergh, J. Roger  
Vitullo, Florio

Watts, Thomas  
Whitney, Eugene  
Wilson, Theodore M/M  
Winfrey, Joseph  
Wolkind, Murray

BOCES - Suffolk #3  
NYS Labor Department  
NYS Labor Department  
RCA Institutes  
NYS Education Department  
Albany Board of Education  
NYS Education Department

Utica MDT Center  
NYS Labor Department

Vermont Dept. of Education  
NYS Education Department  
Empire Pipeline Corp.  
NYC Board of Education  
Midtown School of Business